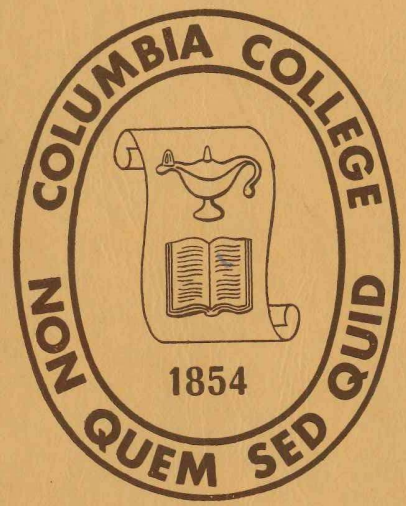
Room 110
Kingsward

STUDENT HANDBOOK
1960-1961



Columbia College
Columbia, S. C.

STUDENT HANDBOOK

Columbia College

1960-1961

HANDBOOK STAFF

MARY ALICE BLALOCK - - - Editor
MRS. WILLIAM PARKES - - - Student Advisor
DR. THOMAS G. SHULER - - - Academic Advisor

President of the College
R. WRIGHT SPEARS

Dean of the College
THOMAS G. SHULER

Dean of Women

MRS. WILLIAM PARKES, SR.

COLUMBIA COLLEGE CALENDAR

1960-1961

First Semester

September	9-10	Friday-Saturday—Faculty Workshop
	12-18	Monday-Sunday—New Student Days
	13	Tuesday—S.G.A. tea for new faculty, 4:30-5:30 P.M., Stackhouse Parlors
	15	Thursday—Registration for freshmen and transfers
	16	Friday—Registration for all others
	17	Saturday—Classes begin (short sessions)
	19	Monday—Formal opening of college, 10:15 A.M., auditorium
	23	Friday—Formal reception, 8:00 P.M.
October	1	Saturday—Last day for class schedule changes
	8	Saturday—Concert, Township Auditorium, 8:30 P.M.
	8	Saturday—Sophomore-sponsored activity
	14	Friday—Freshman talent show
	15	Saturday—Alumnae Homecoming—Parents Day—Miss C. C. Contest (juniors)
	21	Friday—Freshman class nominations, 10:15 A.M., auditorium
	24	Monday—Five-week grades due, 9:00 A.M.
	25	Tuesday—Freshman elections
	26-30	Wednesday-Sunday—R. E. activities
	28	Friday—Fine Arts Event: Organ-harp recital, C. C. auditorium
	31	Monday—Practice teaching begins
November	4	Friday—Dance Recital, 8:00 P.M.
	7-11	Monday-Friday—Mid-semester tests (no clubs, chapel, etc.)
	14	Monday—Mid-semester grades due, 9:00 A.M.
	16	Wednesday—Practice teachers tea, Stackhouse Parlors, 4:00 P.M.
	18	Friday—Class Follies (Alpha Kappa Gamma)
	19	Saturday—Concert, Township Auditorium, 8:30 P.M.: Coldstream Guards Regimental Band
	20	Sunday—Faculty organ recital, Fred H. Parker, 4:00 P.M.
	23	Wednesday—Classes dropped after this date—automatic failure
	23	Wednesday—Thanksgiving recess begins, 5:00 P.M.
	28	Monday—Classes resumed, 8:20 A.M.
	29	Tuesday—Dorm Council auction, 1:00-2:00 P.M., auditorium
December	2	Friday—S. C. Student Legislature Music Department recital, auditorium, 8 P.M.
	3	Saturday—Senior-sponsored activity—dance
	5	Monday—S.C.A. decoration of Christmas tree, lobby, 6:00-7:00 P.M.
	7-10	Wednesday-Saturday—Speech Department play, theatre, 8:00 P.M.
	9	Friday—Practice teaching ends

Grant of Powers

The Board of Trustees approves the adoption and operation by the faculty and the student body of what is commonly known as student government, subject, however, to the following limitations:

1. The following matters are reserved from student control, and as to these the faculty and the officers of the college shall have control:
   a. All academic matters
   b. All matters affecting the health of the students
   c. Supervision of the clubs and societies
   d. Control of college property
2. To the President, to the Dean, and to the Dean of Women, with their respective committees, is reserved the right to handle special cases of discipline which in their judgment can best be handled in this way: subject to the right of the Trustees to review the same, if they so desire.
3. The Trustees reserve all powers and authority not hereinbefore specifically granted to others, and reserve the right to modify or repeal this grant of authority at any time at their discretion.

Jurisdiction of the College

From the day a girl is officially enrolled as a student in Columbia College until the day she withdraws or graduates, she is under the jurisdiction of the college. The standards of the college are reflected in the life of the student, who must remember her responsibility to her college and to her fellow students. Therefore, the college considers standards invariable according to season or circumstances.

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HONOR CODE

Columbia College ideals are the ideals of Christian womanhood. It is with this in mind that we formulate our honor system, basing it upon individual responsibility, personal honor and a code of rules which make for orderly living in a closely woven society. When a student becomes a member of our college family she becomes responsible for her own acts, remembering always her responsibility to herself, to her college, to her fellow student and to her God.

The application of our honor system to daily living and to academic affairs is of equal importance and we strive to maintain such application as a matter of spirit rather than mere adherence to rules.

This form of student government shall be only as strong as the weakest student. A true Columbia College girl will not fail in her loyalty and willingness to co-operate for the good of all so that "no stain shall touch the purity of our Columbia College."

PART I

STUDENT GOVERNMENT ASSOCIATION OFFICERS

CO-ORDINATING BOARD

President ..... Liz Johnston
Vice-President and N.S.A. Co-ordinator ..... Edna Sams
Secretary ..... Carol Judy
Treasurer ..... Judy Kittles
Elections Chairman ..... Ann Taylor
Vice-President of S.C.A. ..... Harriette Thomason
Dormitory Chairman ..... Jo Ann Rainey
Chairman of Honor Board ..... Ginger Kizer
Day Student President ..... Pat Rodgers
President of S.R.A. ..... Barbara Berry
Senior Class President ..... Betty Larisey
Junior Class President ..... Linda Weathers
Sophomore Class President ..... Mimi Fellers
Freshman Class President ..... To be elected
Post Script Co-editors ..... Roberta Efird, Nina Harmon

DORMITORY COUNCIL

Chairman ..... Jo Ann Rainey
Vice-Chairman ..... Libby Alexander
Secretary-Treasurer ..... Gayle Keels

House Presidents:
Gonzales ..... Tibby Plyler
Fleming ..... Libby Fordham
Kingswood Hall ..... Jane Younginer
Fairey ..... Margie Coleman
Humphries ..... Louise Bauknight
Beach ..... Ann Bourne
Munnerlyn ..... Sandie Duffie

Junior Representatives:

Marilyn Lewis	Diane McElveen	Bobby Jean Carsten
Harriet DeLoache	Mary Stuart	Emily Ann Bennett
Betty Hudgens	Ann Ardrey	Carolyn Payne
Ruth Jones		

Sophomore Representatives:

Willa Lynn	Sandra Browning	Kathy Greiner
Linda Terrell	Bess Shuler	Allison Cooper
Jane Cullum	Diane Wilson	Emmalee Gaddy

HONOR BOARD

Chairman ..... Ginger Kizer
President of S.G.A. ..... Liz Johnston
Vice-Chairman of Dormitory Council ..... Libby Alexander
President of S.C.A. ..... Margie Harley
Senior Representative ..... Linda Timmerman
Senior Representative ..... Dorothy Gasque
Junior Representative ..... Jeannie Dusenbury
Junior Representative ..... Kay Martin
Sophomore Representative ..... Wimbie Bowman
Sophomore Representative ..... Sharon Gault

STUDENT-FACULTY COUNCIL

Dean of Women ..... Mrs. William Parkes
President of the College ..... Dr. R. Wright Spears
Dean of the College ..... Dr. Thomas G. Shuler
Faculty Member
President of S.G.A. ..... Liz Johnston
Honor Board Chairman ..... Ginger Kizer
Dormitory Council Chairman ..... Jo Ann Rainey
President of S.C.A. ..... Margie Harley
Secretary ..... Dorothy Gasque

LIZ JOHNSTON
President, Student Government Assn.

GINGER KIZER
Honor Board Chairman

CONSTITUTION

PREAMBLE

We the students of Columbia College, in order to uphold our Honor System and to train our members in self-government, do hereby adopt the following constitution.

ARTICLE I.—*Name*

This organization shall be known as the Student Government Association of Columbia College.

ARTICLE II.—*Members*

SECTION 1. The membership of the organization shall consist of all students in the college.

SECTION 2. New students, upon arrival, are under the jurisdiction of Student Government, and shall be officially accepted into the membership of the Student Government Association of Columbia College when they have passed an examination on the provisions of this handbook.

SECTION 3. Preceding the handbook examinations, group meetings of the new girls under the supervision of S.G.A. members shall be held for the discussion of matters relating to Student Government. These meetings shall be held for a length of time deemed necessary by the President of the Association.

ARTICLE III.—*Meetings*

SECTION 1. The Student Government Association shall meet every Tuesday during chapel period. Call meetings may be held whenever deemed necessary by the President of the Association.

SECTION 2. Each student shall be in her regular chapel place at all Association meetings.

ARTICLE IV.—*Officers and Duties*

SECTION 1. *Duties of the President*:

a. To call and preside over all meetings of the Association and of the Student Co-ordinating Board.
b. To apportion duties to members of the Board.
c. To appoint students to fill temporary vacancies in any branch of Student Government.
d. To request a Student-Faculty Council meeting.
e. To receive bills and pass upon the expenditures of the Association.
f. To exercise general supervision over all regulations.
g. To represent the Co-ordinating Board on Honor Board.
h. To represent the Co-ordinating Board on Academic Council.

SECTION 2. *Duties of the Vice-President*:

a. To perform duties of the President in her absence or at her request.
b. To serve as the N.S.A. Co-ordinator.
c. To act as parliamentarian at all Association and Student Co-ordinating Board meetings.

SECTION 3. *Duties of the Secretary*:

a. To preserve a written record of all proceedings pertaining to the Association.
b. To carry on all correspondence of the Association.
c. To post announcements weekly and to post any new rule changes.
d. To make a weekly report to the Dean of Women.

SECTION 4. *Duties of the Treasurer*:

a. To keep a written record of all receipts and expenditures of the Association, including all three branches of Student Government.
b. To write checks subject to the approval of the President.
c. To make an annual report to the Association of its financial status not later than April 25.

ARTICLE V.—*The Branches of Student Government*

A. The Student Co-ordinating Board

SECTION 1. *Members*:

The members of this Board shall include the officers of the Student Government Association, Honor Board Chairman, Dormitory Council Chairman, Student Christian Association Vice-President, Social-Recreation Association President, Elections Chairman, Day Student President, the four class Presidents and the Editor of the *Post Script*.

SECTION 2. *Meetings*:

The Co-ordinating Board shall meet weekly on Monday and at other times deemed advisable by the President of the Association.

SECTION 3. *Purpose*:

The Co-ordinating Board shall act as the executive and legislative branches of S.G.A. Its purpose shall be to co-ordinate all student activities, to work co-operatively with S.C.A., S.R.A., and N.S.A., to promote interest in academic affairs, to foster good student-faculty relations, to promote the honor system in every phase of our college experience, and to provide a government for the students.

SECTION 4. *Duties of the Board Members*:

a. Duties of the officers of the Association are stated in Article IV.
b. Duties of the other members shall be to carry out their respective duties in the organizations which they represent and to evaluate and co-ordinate their own organizations in their relationship to the whole.
c. Duties of the members of the Board shall be to review any proposal submitted to them by a member of the Association. After the approval of Co-ordinating Board, the said member has the right to personally present her proposal to the Dean of Women.

B. The Dormitory Council

SECTION 1. *Members*:

The Dormitory Council shall consist of the Chairman, Vice-Chairman, Secretary, Treasurer, seven House Presidents, ten Junior Representatives, and nine Sophomore Representatives.

SECTION 2. *Meetings*:

The Dormitory Council shall meet regularly on Monday and at other times deemed advisable by the Chairman of the Council.

SECTION 3. *Purpose*:

a. The Dormitory Council shall act as the judicial branch of S.G.A. and shall handle all matters of discipline, except those areas under the jurisdiction of Honor Board. It shall serve to promote school spirit and to create a sense of unity and fellowship among students.
b. Dormitory Council shall make recommendations to Co-ordinating Board concerning rules and dormitory regulations.

SECTION 4. *Duties of the Council Members*:

a. Duties of the Chairman
   1. To preside over all meetings of the Dormitory Council.
   2. To apportion duties to Council Members.
   3. To exercise general supervision over all dormitory regulations.
   4. To serve as Dormitory Council's representative on Student Co-ordinating Board.
b. Duties of the Vice-Chairman
   1. To perform the duties of the Chairman in her absence or at her request.
   2. To serve as Dormitory Council's representative on Honor Board.
   3. To serve as parliamentarian for the Dormitory Council.
c. Duties of the Secretary-Treasurer
   1. To preserve a written record of all meetings of this Council.
   2. To post campuses and restrictions of S.G.A.
   3. To keep a permanent file of all penalties given to members of the Association.
   4. To carry on all correspondence of the Council.
   5. To make a weekly report to the Dean of Women.
   6. To secure funds from the Treasurer of S.G.A. to defray all of Dormitory Council's expenditures, and to keep a written record of all receipts and expenditures.
d. Duties of the House Presidents
   1. To preside over all Hall Meetings.
   2. To exercise general supervision on her hall.
   3. To be in charge of elections on her hall.
e. Duties of the Junior and Sophomore Representatives
   1. To act as recorders for the Association and to carry out all other duties assigned to them by the Chairman.
   2. To co-operate with the House President in the general supervision of each hall.

C. Honor Board

SECTION 1. *Members*:

The members shall be the Chairman of Honor Board, the President of S.G.A., Vice-Chairman of the Dormitory Council, the President of S.C.A., and six representatives (two from the Senior, Junior, and Sophomore Classes respectively). A secretary shall be elected by the Board from one of the Senior Representatives.

SECTION 2. *Meetings*:

Meetings shall be held monthly and at any other time deemed necessary by the Chairman of the Honor Board.

SECTION 3. *Purpose*:

a. The primary purpose of Honor Board is helping Columbia College girls to realize the value of our honor system and to aid those who have fallen down in their responsibility toward the honor system. Its duties are preventive in nature, not purely disciplinary.
b. Honor Board shall have jurisdiction over all major offenses, which are: lying, cheating, false registration, plagiarism, drinking, stealing.
c. Honor Board shall make recommendations to the Dean of Women concerning penalties.

ARTICLE VI.—*Student-Faculty Council*

SECTION 1. *Members*:

The Student-Faculty Council shall consist of the Dean of Women, the President of the College, the Dean of the College, and a faculty member (this position shall rotate every year), President of S.G.A., President of S.C.A., President of S.R.A., Chairman of Honor Board and Chairman of Dormitory Council.

SECTION 2. *Duties*:

a. To review any major problems of the Student Government Association whenever requested by the Dean of Women.
b. To review any proposed addition or amendment to the Constitutions of the three associations.

SECTION 3. *Meetings*:

Meetings may be called by the Dean of Women whenever necessary.

ARTICLE VII.—*Elections Committee, Nominations, Elections, Installation*

SECTION 1. *The Elections Committee*:

a. The Elections Committee is composed of the Elections Chairman, and two representatives from the senior class, two representatives from the junior class, two representatives from the sophomore class and two representatives from the freshman class to be elected late in the fall semester.
b. The purpose of the Elections Committee is to have complete charge of all elections carried on at Columbia College.
c. The Elections Chairman represents the Elections Committee on the Student Co-ordinating Board and is a member of the Nominating Committee. The Elections Chairman is also the editor of the Columbia College Student Handbook.
d. The Class Representatives on the Elections Committee work with the class presidents in all class elections that must be held throughout the school year. It is their duty to keep an accurate record of the office points and the grade point ratios of every member of their respective classes in order that they may know who is eligible for

certain offices. The class representatives help in any way necessary in the actual carrying out of the elections and with the editing of the handbook.

SECTION 2. *Eligibility*:

a. All students on the Student Government Association, Student Christian Association, and Social-Recreation Association must maintain an accumulative 3.0 average.
b. The following offices are filled by members of the rising Senior Class:

President of S.G.A.	Vice-President of S.R.A.
President of S.C.A.	Vice-Chairman of Dormitory Council
President of S.R.A.	Seven House Presidents
Chairman of Honor Board	Two representatives on Honor Board
Chairman of Dormitory Council	Three representatives on S.C.A.
	Three representatives on S.R.A.
Vice-President of S.G.A.	Elections Chairman
Vice-President of S.C.A.	

c. The following offices are filled by members of the rising Junior Class:

Secretary of S.G.A.	Two Honor Board representatives
Secretary of S.C.A.	Secretary-Treasurer of Dorm Council
Secretary of S.R.A.	Three representatives on S.C.A.
Treasurer of S.G.A.	Three representatives on S.R.A.
Treasurer of S.R.A.	Ten representatives on Dorm Council

d. The following offices are filled by members of the rising Sophomore Class:

Treasurer of S.C.A.	Nine representatives on Dorm Council
Two representatives on Honor Board	Three representatives on S.C.A.
	Three representatives on S.R.A.

SECTION 3. *Nominations*:

The Nominating Committee, composed of the Dean of Women, President of the College, Dean of the College, Faculty member, President of S.G.A., President of S.C.A., Chairman of Honor Board, Chairman of Dormitory Council, the four Class Presidents, and the Elections Chairman, submits names for each office that is to be filled and voted upon by the Student Body. The Student Body has the privilege of making additional nominations from the floor when the others have been announced. The name of any girl who is nominated in this manner must receive fifty or more signed votes before her name will be placed on the ballot.

SECTION 4. *Elections*:

a. Student Body elections will officially begin the third week in February.
b. The Elections Committee will consult the Class Presidents for the time and details of the class elections.
c. Secret ballots will be used; a majority of votes cast is necessary for election to office. By majority is meant half of the votes plus one. When there is an election involving a slate with more than five

people to be elected, a majority is not necessary. The top five names are taken. Plurality is also used in the event of a runover when two people are tied.

d. The nominees for the three major offices of S.G.A.—President of S.G.A., Dormitory Council Chairman, and Honor Board Chairman—must have had some experience in student government at Columbia College.

SECTION 5. *Election Procedure*:

The following is the Election Porcedure:

a. First Day
   (1) President of S.G.A.
   (2) President of S.C.A.
   (3) President of S.R.A.
   (4) Chairman of Honor Board
   (5) Chairman of Dormitory Council

b. Second Day
   (1) Vice-President of S.G.A.
   (2) Vice-President of S.C.A.
   (3) Vice-President of S.R.A.
   (4) Vice-Chairman of Dorm Council
   (5) Two Senior Representatives on Honor Board
   (6) President of Senior Class—night

c. Third Day
   (1) Secretary of S.G.A.
   (2) Secretary of S.C.A.
   (3) Secretary of S.R.A.
   (4) Treasurer of S.C.A.
   (5) Seven House Presidents
   (6) President of Sophomore Class—night

d. Fourth Day
   (1) Treasurer of S.G.A.
   (2) Treasurer of S.R.A.
   (3) Three Senior Representatives on S.R.A.
   (4) Two Junior Representatives on Honor Board
   (5) Two Sophomore Representatives on Honor Board
   (6) President of Junior Class—night

e. Fifth Day
   (1) Secretary-Treasurer of Dorm Council
   (2) Elections Chairman
   (3) Three Senior Representatives on S.C.A.
   (4) Three Junior Representatives on S.R.A.
   (5) Nine Sophomore Representatives on Dorm Council

f. Sixth Day
   (1) Ten Junior Representatives on Dorm Council
   (2) Three Sophomore Representatives on S.R.A.
   (3) Three Sophomore Representatives on S.C.A.
   (4) Three Junior Representatives on S.C.A.

SECTION 6. *Voting*:

a. Students are required to vote. A penalty is received when a person does not vote; or if she prefers, a fine of fifty cents payable to the treasurer may be paid during the following twenty-four hours.
b. Each student is responsible for voting. No one is allowed to vote for anyone else except council members in emergency cases.

SECTION 7. *Installation*:

a. Regular installation shall take place in the presence of the Student Body on or before May 1.
b. The President of the college shall preside over the installation.

ARTICLE VIII.—*Provisions for Additions and Amendments to the Constitution*

SECTION 1. Any addition or amendment to the Constitution shall be passed by three-fourths majority of the Student Co-ordinating Board and if approved by the Student-Faculty Council, shall be submitted to the Association for consideration. The proposed addition or amendment must lie on the table one week before action by the Association. Any addition or amendment shall be posted one week before action by the Association. Any addition or amendment shall be posted before it goes into effect.

NOMINATING COMMITTEE

1960-1961

Dean of Women	Mrs. William Parkes, Sr.
President of the College	Dr. R. Wright Spears
Dean of the College	Dr. Thomas G. Shuler
Faculty Member	
President of S.G.A.	Liz Johnston
Chairman of Honor Board	Ginger Kizer
Dormitory Chairman	Jo Ann Rainey
Elections Chairman	Ann Taylor
President of S.C.A.	Margie Harley
President of S.R.A.	Barbara Berry
President of the Senior Class	Betty Larisey
President of the Junior Class	Linda Weathers
President of the Sophomore Class	Mimi Fellers
President of the Freshman Class	To be elected

UNITED STATES NATIONAL STUDENT ASSOCIATION

The United States National Student Association, a national organization of students representing their respective student governments on hundreds of American college campuses throughout the United States, is a representative, democratic, national student organization. It is the most representative of such organizations on the American scene.

As a young and growing organization, N.S.A. has not yet achieved a secure financial basis. The solution to its financial problems appears to rest primarily upon the expansion of its membership.

N.S.A. is now in accord with the principles of academic freedom as expressed by the American Association of University Professors, in volume 32, number 4, A.A.U.P. Bulletin.

JO ANN RAINEY

Chairman

of

Dormitory

Council

Dormitory Regulations

A. General Rules

COLUMBIA COLLEGE STUDENTS ARE EXPECTED AT ALL TIMES TO EXERCISE GOOD TASTE AND GOOD JUDGMENT IN THEIR CONDUCT. A NEAT AND FITTING APPEARANCE IS EXPECTED OF ALL STUDENTS AT ALL TIMES.

VIOLATION OF THESE RULES IS A STUDENT GOVERNMENT OFFENSE.

1. Students should be reasonably quiet at all times in consideration of others.

Quiet Hours

Strict Quiet

Monday-Friday:	3:00-5:00 P.M. (except Friday afternoon)
	7:30-10:00 P.M.
	10:30 P.M.–7:15 A.M.
Saturday:	12:00 P.M. to 9:00 A.M. Sunday
Sunday:	7:30-10:00 P.M.; 10:30 P.M.–7:15 A.M.

2. House Presidents must give special permission to be out of the dorm after 12:00. A student must be in her own dorm by 12:30 on week nights and 1:00 on Saturday nights.
3. Telephone calls may not be received after 11:00 on week nights and 12:00 on Saturdays.
   a. Monitors answer calls between 7:30 and 10:00.
   Penalty—3 demerits if forget to answer on assigned night; 4-day campus if refuse to answer on assigned night or if phone is not answered.

4. During afternoon study hall a person receiving a call answers the next phone call.
5. Typewriters are not used after 11:00 P.M.
6. The practice halls are not used after 10:30 P.M.
7. A system is provided whereby a girl may enjoy absolute privacy in her room by placing a printed "DO NOT DISTURB" sign on her door. Only the House President or council member on official business may enter this room when the sign is on the door.
   Two other signs may also be used. A "BUSY" sign means a girl is studying and does not want to be disturbed unless absolutely necessary. The second is a sleeping sign, which means what it says.
8. Hall meetings will be held the last Monday night in each month. House Presidents only may give permission to miss these meetings.
   Penalty—4-day campus for failure to attend.
9. Coke machines may be used until 12:00 on all week nights. On Friday and Saturday nights they may be used until 12:30. Please be quiet.
10. Students cannot leave after 6:00 from the back of the dormitory with boys at any time except for loading and unloading luggage.
11. Bermudas may be worn in the library at night and on Saturday morning.

B. Lights

1. Lights for freshmen shall be out at the ringing of the bell at 11:30. Free late lights on Friday and Saturday nights.
   Penalty—3 demerits.
2. Freshmen may check a chart on their halls for late lights. Only 18 late lights may be taken in each room per semester.
3. Lights for upperclassmen should be out at 12:00 P.M.
4. After a reception or entertainment, or upon returning to the college from an evening spent out in town, students will go quietly and quickly to their rooms and turn lights out as soon as possible.
5. Students must turn off lights and radios when leaving their rooms.

C. Rooms

1. No furnishings may be removed from any room without the permission of the Supervisor of the Halls.
2. Students are held responsible for damage done to buildings. No tacks or stickers are to be used except those provided by the House Presidents.
3. Cooking or ironing is absolutely forbidden in the rooms. The additional load of electricity on the wires is a very dangerous fire hazard.
4. Each student is expected to keep her room neat and clean at all times. If rooms do not measure up to inspection, warning slips are given by the hostess.
5. Permission must be obtained from the House President or Council member to spend the night in another girl's room. This is allowed only on the week ends. She must leave her name with the House President in case of an emergency.

D. Meals

1. All persons except resident students and staff members are required to pay for meals at the cash register. This provision includes relatives and parents of students.
2. Students are expected to observe neatness, appropriateness, and good taste in personal appearances on all occasions, both formal and informal.
3. Neither silver nor dishes may be taken from the Dining Room.
4. All students attend Special Dinners unless excused by the President of S.R.A.
5. Bermudas may be worn to Saturday morning breakfast.

E. Guests

1. Overnight guests are not permitted except on the week end and must be registered in the office of the Dean of Women.
2. Children under 12 are not permitted as overnight guests.
3. Guests must observe the same rules and privileges of their hostesses. Those who fail to secure proper decorum on the part of their guests will be denied the privilege of further entertainment of guests.

CHAPEL, CHURCH, AND SUNDAY OBSERVANCE

1. Compulsory Chapel Attendence. Tuesday: Student Government Chapel; Wednesday: Formal Chapel; Friday: Chapel or Scheduled Activity. Four unexcused absences are permitted on Wednesday or Friday in any one semester. Chapel will begin promptly at 10:25. The doors will be closed and latecomers will receive the penalty.
   Penalty—4-day campus for each overcut.
2. Day students—Chapel attendance. (See Day Student Section of the handbook.)
3. Students are expected to attend the Sunday school and the services of the church of their choice.
4. Dating during Sunday school and church hours in the morning is not permitted unless you go to church.
5. If a student is going out of town for part of the day and is not leaving the city until after church time, or if she is spending the day in the city with friends or relatives, she is expected to attend church services.
6. If a student goes to church on Sunday night, it does not take an evening privilege unless she attends with a date.
7. AS A CHRISTIAN INSTITUTION, COLUMBIA COLLEGE STANDS FOR THE SPECIAL OBSERVANCE OF SUNDAY AS A DAY OF REST, WHOLESOME FELLOWSHIP, AND WORSHIP.

   The college does not sanction commercialized activities on Sunday. However, in the use of those hours which do not conflict with the stated programs of the churches, we believe that our students can be

trusted to make those decisions which will not violate the true spirit of Sunday observance.

Students who decide that they are not violating the true spirit of Sunday observances by entering into commercialized amusements on Sunday afternoon will be permitted to do so only with the permission and approval of their parents or guardians. It will be the responsibility of the students to have an understanding with parents regarding their Sunday activities.

SOCIAL REGULATIONS

A. Absence From Campus

1. Students may go to town alone until 6:00 except first semester freshmen.
2. In case of failure to sign out or change of plans, a student must telephone the hostess in the lobby within an hour requesting that the matter be handled for her.
   Penalty—3 demerits.
3. All changes on evening privilege or week-end cards must be made in red by a desk hostess. Changes must be made on the night the privilege is taken.
4. In cases of emergency, a student may call the lobby after 11:00 P.M. by dialing PO 5-2492.
5. Afternoon Privileges (ending at 7:30)
   a. Freshmen may have afternoon privileges at their own discretion.
      1. Groups of four are required after six o'clock.
      2. Freshmen may single-date until 7:30 P.M. and 8:00 P.M. on Sundays.
   b. Upperclassmen may have afternoon privileges at their own discretion.
      1. Groups of three or more are required after six o'clock.
   c. On Sundays, afternoon privileges are extended until eight o'clock.
   d. Students must sign out for afternoon privileges on sheets in the dormitory.
   e. When signing out a student must go to a stated destination.

B. Registration

1. Registration in the office of Student Affairs is required for:
   a. Week-end absences, out-of-towns, and overnights.
   b. Evening privileges.
   c. "30 minute dates."
   d. Entertaining guests overnight in the college dormitories.
   Penalties for failure to register—Discretion of the Council.
   Incomplete registration: 2 demerits.

False registration is regarded as a serious offense to be handled at the discretion of Honor Board and passed on by Student-Faculty Council.

C. Week-Ends, Out-of-Towns, Trips, and Visiting

1. Students are allowed the following number of week-ends and overnights:

Freshmen—3 overnights, 3 week-ends.
Sophomores—3 overnights, 4 week-ends with a 3.00 average.
Juniors—3 overnights, 5 week-ends with a 3.00 average.
Seniors—unlimited with a 2.00 average.

If a student does not have a 3.00 average, she will be allowed 3 week-ends and 3 overnights.

2. Each student is allowed unlimited out-of-towns per month.
3. Students must return from an out of-town, week-end, or overnight, by 11:00 P.M. Girls may obtain special permission to come in on Monday morning by writing for special permission to Dormitory Council.
4. Students may not spend the night in town except with parents.
5. Parents may grant standing permission to go home for week-ends or out-of-towns; also for travel by plane, riding horseback, visiting in the homes of friends in Columbia, attending properly chaperoned college dances and fraternity parties in town, spending week-ends according to her class standing at places other than her own home (this does not apply to dances and visits to men's campuses), and representing the college officially on approved occasions (choir trips, etc.).
6. Special permission from parents or guardians must be sent each time to the Dean of Women and must state definite destination for the following: Dances which will necessitate a week-end away from the college; overnight visits to men's campuses; beach parties; house parties. Permissions must be sent other than as an enclosure to students, i.e. they should be sent by mail or telegram or telephoned in.
7. Out-of-towns and week-ends do not require an evening privilege, but you must return by 11:00 P.M.
8. In case of an emergency, students returning from a week-end or out-of-town later than 11:00 must report the reason to the hostess on duty or to the Dean of Women. Students admitting late-comers are subject to a penalty.

D. Evening Privileges

1. Evening privileges include all privileges enjoyed in the evening, such as movies, athletic games, dates, concerts, plays at the Town Theatre, and clubs which meet off campus.
2. Art Series or special functions at school do not take an evening privilege, but the student must sign out in the lobby if she attends with a date.
3. Each girl is allowed a certain number of evening privileges, week-ends, etc., according to her class. The privileges are listed under class privileges in the handbook. If a student does not maintain a 2.0 academic average, she must abide by academic probation privileges. Each student is allowed six extra evening privileges a semester and "Special" must be checked on the date card.

   Penalty—Failure to check "Special" on the date card is 2 demerits.
4. Dates must be registered in the Office of Student Affairs by 8:30 P.M. Anyone signing out after 8:30 will receive 3 demerits. No one may

sign out after 9:30 except to go to the canteen. When returning from a week end, you may sign out until 9:30 without getting a penalty.
5. When the 7:30 bell rings for study hall, casual callers are expected to leave. If casual callers come during the evening, students may visit with them in the lobby only 30 minutes without taking an evening privilege. A student must register the time with the desk hostess when she entertains a caller. All 30-minute dates must end by 11:00.
6. The student who receives callers is responsible for the conduct of her guest as well as her own conduct.
7. Students are allowed eight late leaves a semester. 12:00 o'clocks may be used for long movies, registered fraternity parties, functions at the Township, Town Theatre, ball games and other special functions. 1:00 o'clocks are used for formal college dances. Students should have late leaves approved by 4:30. Failure to have late leave approved is 3 demerits.
8. For evening privileges involving off-campus hostesses, the student must include the name and address of the hostess when signing out.
9. Fraternity parties in the afternoon do not have to be registered if the girl has standing permission to attend. Parties at any other time must be registered in the office.
10. Two or more girls may walk to College Place Drive-In on Sunday nights without taking an evening privilege. They may stay only an hour. They must be back by 10:30 and must sign out in the lobby on a sheet provided for such.

E. Smoking

The ideals for a Columbia College girl do not include smoking. If, however, a student can get the consent of her own mind to smoke, she must confine all of her smoking to dormitory rooms, private parties, cars off campus, the canteen, and restaurants.

F. Drinking

The possession or drinking of alcoholic beverages while under the jurisdiction of Columbia College is strictly prohibited.

G. Sports

1. You may get standing permission to go to Sesqui for the month of May in groups of four girls or with a date. In any other month you must take an out-of-town and have four girls or two couples. You must return from Sesqui by 7:30 unless you are attending a registered party or function.
2. Lake Murray is off limits except for riding out there until 6:00 P.M. Columbia College students are not permitted to picnic, water ski, swim, or ride in boats on Lake Murray.

FIRE REGULATIONS

1. Fire drills shall be supervised by the Fire Chief, and one captain on each hall, and the two lieutenants on each hall. They shall be elected at the first hall meeting.

2. At least two fire drills shall be held each semester.
3. When the alarm sounds, each person should carry a towel, close her windows, and leave the room with the lights on and the door open.
4. After each division has marched to its assigned place, the roll shall be called. Every student in the building must answer roll call.
5. Each division must remain outside until the signal is given to re-enter the building.
6. The fire regulations are posted on the bulletin board on each hall. Penalties will be given for any violations of these rules.
7. Failure to report for fire drill is a restriction.
8. Lieutenants and captains will be instructed in their duties. If a girl is not awakened for a fire drill, the lieutenant will receive the penalty.

DINING ROOM

Proper dress is required in the dining room at all times. Bermudas may be worn to breakfast on Saturday mornings. Heels should be worn to Sunday dinner. Pin curls, scarves, bedroom shoes, and shirts out are not considered proper dress, and students attired thusly will be asked to leave the dining room.

VALUE OF PENALTIES

1. Two Demerits
   Three Demerits
2. Six Demerits are equal to one four-day campus. Demerits accumulate over the council month.
3. There is a designated seven-day campus.
4. Twenty-four days served on campus in a semester will automatically become a restriction.

Council Month

A new council month begins with the first Tuesday in every month.

A. Campus

1. She may not leave the campus at any time except on Sunday when she attends church.
2. She may receive parents on campus at all times.
3. She may have use of the telephone.
4. She may have one social privilege on campus, afternoon or evening. She may have no casual callers.
5. She may receive girls in the dormitory at any time.
6. When serving a campus, a girl may stay in the canteen for one hour only.
7. No permission will be given to break campus unless for an illness or death in the family, or for a doctor's appointment in Columbia. A girl must sign out through the infirmary to keep a doctor's appointment.

B. Restriction

1. She may not leave the campus at any time except on Sunday when she attends church.
2. She may not use the telephone.

3. She may have no social privileges.
4. She may attend college programs and functions at the college provided she does not attend with a boy.
5. She may go to the canteen for a maximum of ten minutes a day provided she does not violate any of the preceding regulations.
6. She may have no lengthy conversation with a boy.

The most serious offenses are:

a. False registration
b. Lying
c. Cheating
d. Plagiarism
e. Drinking
f. Stealing

Penalties for these offenses will be at the discretion of Honor Board and Student-Faculty Council.

Campuses and restrictions may not be broken except for an emergency.

C. Social Probation

1. A student on probation committing any serious breach of conduct will be liable to automatic expulsion.
2. She may not officially represent the college.
3. She may not earn honor points as a participant in any organization or sign her name to any of her writings or publications in connection with the college.

SUMMARY OF PENALTIES

Two Demerits

1. Failure to sign in from a week-end, out-of-town, or overnight.
2. Failure to sign in or out for an afternoon privilege.
3. Failure to check 11:00, 11:30, 12:00 or "Special" on the card.
4. Failure to sign up for a "30-minute date" in the lobby. (Exceeding 30 minutes takes an evening privilege.)
5. Disrespect to a council member.
6. Failure to attend class meetings.
7. Excessive noise in the afternoon, other than study hall.
8. Studying or excessive talk in chapel.
9. Failure to vote.
10. Incomplete registration.

Three Demerits

1. Failure to observe study period.
2. Noise before 12:00 midnight.
3. Failure to sign out for an evening privilege before 8:30.
4. Failure to call in and have someone sign you out for an evening privilege within an hour after you leave the college, if you forget to sign out.
5. Failure to answer phone on assigned night.
6. Failure to turn out lights within reasonable amount of time after a late leave.
7. Failure to have the Dean of Women's signature on a week end, out-of-town, overnight card, or late leave.
8. Riding the elevator in Kingswood Hall (exception: transporting luggage).

9. Leaving a formal supper without permission.
10. Smoking in the hall.
11. Being from one to 10 minutes late after the "five-minute grace."

Four-Day Campus

1. Noise after 12:00 midnight.
2. Cutting S.G.A. Chapel.
3. First semester freshmen going to the canteen between 7:30 and 9:30 without taking an evening privilege.
4. Accumulation of six Demerits.
5. Overcutting Chapel.
6. Coming in from an evening privilege through any door except the front door to the lobby.
7. Being 11 to 25 minutes late from an evening privilege after the "five minute grace."
8. Overcutting each fine arts event.

Seven-Day Campus

1. Exceeding 11:00's, specials, late leaves, overnights, out-of-towns, or week-ends.
2. Smoking off limits.
3. Dating in the canteen without taking an evening privilege.
4. Breaking campus without permission.
5. Dating on back campus.

Discretion of Council

1. Failure to sign out (for all things except afternoon privileges).
2. Returning later than 25 minutes late from an evening privilege.
3. Improper conduct.

Restriction

1. Accumulation of 24 days served on campus.
2. Failure to report to a fire drill.
3. Other offenses which are at the discretion of Honor Board.

PARENTS ARE ASKED NOT TO MAKE REQUESTS FOR THEIR DAUGHTERS CONTRARY TO COLLEGE REGULATIONS.

CLASS PRIVILEGES

Each student has the privileges of the class of which she is a member according to academic classification. For example, a second-year student who is a freshman has freshman privileges.

Freshman Privileges

1. Three week-ends and three overnights per semester.
2. Unlimited out-of-towns.
3. Unlimited afternoon privileges.
4. Two evening privileges per week. Freshmen must double-date with another Columbia College resident student until Thanksgiving.
5. Six "Specials" and four 11:00's and eight late leaves are given per semester.

6. Four chapel cuts per semester.
7. Return from evening privileges at 10:30 on week nights, 11:00 on Saturday.

Sophomore Privileges

1. Four week-ends and three overnights per semester with a 3.0 average. Less than a 3.0 will receive three week-ends and three overnights per semester.
2. Unlimited out-of-towns.
3. Unlimited afternoon privileges.
4. Three evening privileges per week.
5. Six "Specials" and four 11:30's and eight late leaves per semester.
6. Four chapel cuts per semester.
7. Return from evening privileges at 11:00 every night.

Junior Privileges

1. Five week-ends and three overnights per semester with a 3.0 average. Less than 3.0 will receive three week-ends and three overnights per semester.
2. Unlimited out-of-towns.
3. Unlimited afternoon privileges.
4. Four evening privileges per week.
5. Six "Specials" and six 11:30's and eight late leaves per semester.
6. Four chapel cuts per semester.
7. Return from evening privileges at 11:00 on week nights, 11:30 on Saturday.

Senior Privileges

1. Unlimited week-ends. (For this and the following unlimited privileges, a 2.0 average must be maintained.)
2. Unlimited out-of-towns and overnights.
3. Unlimited afternoon privileges.
4. Unlimited evening privileges.
5. Eight late leaves per semester.
6. Four chapel cuts per semester.
7. Return from evening privilege at 11:30 on week nights, 12:00 on Saturday.

DAY STUDENTS

Honor System

It is your responsibility to have a knowledge of and obedience to regulations governing the student body as stated in the Honor Code. Violation of the Honor Code will be handled by Honor Board. Penalty is at the discretion of Student-Faculty Council.

Rules, Regulations, and Privileges

A. Smoking

The ideals for a Columbia College girl do not include smoking. If a day student does smoke, she must confine her smoking to the day student lounge, canteen, and dormitory rooms.

B. Drinking

The possession or drinking of alcoholic beverages while under the jurisdiction of Columbia College is strictly prohibited.

C. Chapel

Day students are required to attend Tuesday chapel, which is Student Government chapel, and Wednesday chapel, which is formal chapel. Each student is allowed three cuts per semester for Wednesday chapel. Tuesday chapel is compulsory for all fulltime students. For each overcut of Wednesday chapel, a 50-cent fine must be paid to S.G.A.

D. Voting

You are urged to exercise your right to vote.

E. Library Regulations

Library regulations are found under Library Regulations of the handbook.

F. Infirmary Regulations

When a day student is sick and cannot attend classes, the Infirmary must be notified if classes are to be excused.

G. Automobile Regulations

All students who plan to keep cars on the campus must observe specific parking zones. If a student wishes to keep a car on campus overnight, she must display on her windshield an official decalcomania.

H. Students are required to maintain a C+ average in order to represent the college.

I. Privileges

As a day student you are a member of S.G.A., S.C.A. and S.R.A. You have a representative on Student Co-ordinating Board, S.C.A. and S.R.A. and in the May Day exercises. You are welcome to join any club at school and try out for the choir or any other such organization. All college functions are yours to attend as you wish.

K. Meals

Day students may eat in the college dining room and are required to pay for their meals at the cash register.

L. Fine Arts Events

Day students are encouraged to attend all Fine Arts Events. Married students are allowed to bring their husbands free of charge to these events.

M. Mail Boxes

Open mail boxes are provided in the post office for your convenience.

Columbia College students living at home, in homes with relatives or in homes approved by the Office of Student Welfare are classified as day students. All other students are required to live on campus in housing provided by the college. The college does not approve rented apartments for unmarried students. Married students whose husbands are in the service or otherwise unable to be at home are permitted to live in apartments.

POINT SYSTEM

A STUDENT MAY NOT CARRY MORE THAN 18 POINTS

President of Student Body	15
Vice-President of Student Body	12
Secretary of Student Body	10
Treasurer of Student Body	10
Dormitory Council Chairman	15
Vice-President	12
Secretary-Treasurer	10
Junior Representatives	9
Sophomore Representatives	9
House Presidents	12
President of S.C.A.	15
Vice-President	10
Secretary	10
Treasurer	8
Senior Representatives	5
Junior Representatives	5
Sophomore Representatives	5
Freshman S.C.A. President	5
Day School President	10
Senior Class President	10
Vice-President	6
Secretary	4
Treasurer	4
Junior Class President	10
Vice-President	6
Secretary	4
Treasurer	4
Sophomore Class President	10
Vice-President	6
Secretary	4
Treasurer	4
Freshman Class President	10
Vice-President	6
Secretary	4
Treasurer	4
Chairman of Honor Board	15
Senior Representative, Secretary	9
Junior Representatives	9
Sophomore Representatives	9
Elections Chairman	12
Elections Committee Members	2
President of Wesley Foundation	5
President of Baptist Student Union	5
President of Westminster Fellowship	5
President of Canterbury Club	5
President of Lutheran Students	5
Day Student Representative	5
Committee Chairmen	5
President of S.R.A.	15
Vice-President of S.R.A.	12
Secretary	10
Treasurer	10
Academic Council Members	3
Presidents' Advisory Council Members	1
Presidents of Active Clubs	5
Minor Officers	2
President of Honorary Clubs	4
Minor Officers	2
President of the Choir	4
Vice-President	3
Secretary	3
Treasurer	3
Business Manager	4
Publications	
Editors	12
Business Managers	12
Assistant Editor	8
Assistant Business Manager	8
News Editor	6
Feature Editor	6
Sports Editor	4
Literary Editor	5
Staff	3

STUDENT MEETINGS

SCHEDULE

1st Monday—10:20 A.M.
Compulsory Class Meetings

2nd Monday—10:20 A.M.
I.R.C.
Church Vocations Club
Sigma Tau Sigma
K.D.E.

3rd Monday—10:20 A.M.
Post Script
C. C. Players
Day Students

4th Monday—10:20 A.M.
Columbian
Sigma Tau Delta
Sociology Club
Social Cabinet

Last Monday—10:00 P.M.
Compulsory Hall Meetings

1st Tuesday—6:00-6:30 P.M.
Delta Omicron

1st Wednesday—6:30 P.M.
Presidents' Club

2nd Wednesday—6:00 P.M.
Canteen Board

1st Friday—10:20 A.M.
Departmental Meetings

3rd Friday—10:20 A.M.
Criterion
Secretarial Club
Athletic Association
Honor Board

Student Government Association chapel is held every Tuesday at 10:20 A.M.; formal chapel, every Wednesday at 10:20 A.M.; and Friday chapel, the second and fourth Fridays at 10:20 A.M.

Clubs and publications may schedule meetings at times not specified in the above schedule, provided the meetings do not conflict with previously scheduled meetings. No meetings will be scheduled after 7:30 P.M. Student Co-ordinating Board may approve special meetings from 6:30 to 7:30 P.M.

Committees may meet at any time considered advisable by chairmen and members.

Compulsory meetings must be scheduled on the student calendar three days before the day of the meeting.

CLUB MEMBERSHIP

A student may belong to three active clubs and unlimited honorary clubs.

Active clubs are those which one joins, such as the Secretarial Club. Publications staffs and the Choral Club are included in this group.

Honorary clubs are those into which one is tapped, asked, or elected. These include the Greek letter clubs, the Choir, S.G.A., S.C.A., Presidents' Club, C'sters, Block "C" Club, Athletic Association, Social Cabinet, etc.

LIBRARY REGULATIONS
INFIRMARY REGULATIONS
AUTOMOBILE REGULATIONS

LIBRARY REGULATIONS

1. Hours:
   Monday-Friday—8:00 A.M. to 6:00 P.M. and 7:00 P.M. to 10:00 P.M.
   Saturday—8:30 A.M. to 12:30 P.M. and 2:00 P.M. to 5:00 P.M.
   Sunday—2:00 P.M. to 5:00 P.M.
2. All materials borrowed at the Circulation Desk should be returned there.
3. *Circulation Desk*—Most books may be charged out for two weeks. These books may be renewed once for an additional two weeks upon application of the borrower, unless they are reserved for another reader. Certain materials, such as periodicals, may be used only in the building.
4. *Reference Room*—Materials marked with an R may be used only in the library and may not be taken for overnight use.
5. *Reserved Books*—Some books may be taken out for overnight use only, and must be returned by 8:30 o'clock the following morning; others may be borrowed for three days, and others for one week.

6. *Periodicals and Newspapers*—These materials must be used in the Reading Room, and may not be borrowed for overnight use.
7. Students must sign out for an evening privilege if they take a date to the library, and they must go and return through the lobby and must remain in the reference room and the reading room.
8. *Fines*:
   Two-Week Books—Two cents is charged for each day a book is overdue. An overdue notice is sent when the book is one day overdue, and a second when the book is eight days overdue.
   Reserved Books—A fine of 25 cents an hour is charged for overdue books on overnight reserve. The fine on overdue books on three-day and one-week reserve is 10 cents per day until the book is returned.
9. Students who continually fail to return books on time or to pay library fines are subject to discipline by the Student-Faculty Council.

CIRCULATION

No one has the right to withdraw books from our library who is not a registered student or a member of the faculty or staff.

FINES

A penalty will be given to anyone in whose room library book (or books) not properly checked out is found.

PENALTIES

Anyone found entering the library after it has closed will be subject to discipline by the Student-Faculty Council.

INFIRMARY REGULATIONS

1. The college maintains an infirmary for the care of all students who are ill. A graduate nurse or her assistant is on duty all hours to handle emergencies. An established Columbia physician is on the college staff and holds clinic at the infirmary from 10:00 to 11:00 A.M. on Tuesday and from 10:30 to 11:30 A.M. on Thursday.
2. All cases of illness must be reported immediately to the infirmary by the student. If she is not able to report, other students may report for her. No girl is allowed to remain ill in her room.
3. It is required that all cases of sickness be treated through the infirmary. Whenever necessary or desired by the parents, students are referred to a specialist. All appointments to any doctor, dentist, or specialist must be made by the nurse on duty.
4. In cases of prolonged or serious illness, or for an operation or treatment by a specialist, the student is expected to pay for the physician's care and the special medicines.
5. In case of serious illness, the physician, the resident nurse, or the Dean of Women will notify the student's parents. Students do not call a sick girl's parents or relative without permission.
6. Visitors for infirmary patients are restricted to immediate family only.
7. No excuse from classes will be given after the class is over. The excuses from physical education will be issued before 2:30 P.M.

8. Meals will not be served in a student's room. No foods or drinks are allowed to be brought to the patients in the infirmary without permission from the nurse.
9. Penalties will be given for any violation of infirmary regulations.

AUTOMOBILE REGULATIONS

Students who are properly licensed and insured may be granted permission to maintain automobiles provided they are registered with the Business Office. A campus parking permit must be obtained by any student who keeps an automobile on campus. Automobiles kept temporarily require no permit; however, they must be registered.

The use of automobiles by students shall be governed by the regulations of the Student-Faculty Council. The privilege to operate an automobile may be revoked at any time by the Student-Faculty Council.

This is the campus parking plan:

Resident Students

Senior Dorm and *Gonzales Hall*—Park on the street (Morgan) behind those dormitories. This will be very convenient to you and will leave much needed parking area in front of Senior Dorm and Academic Building for visitors, faculty, and day and evening students.

Fleming Hall—Park directly behind Fleming in areas *C* and *D*.

West Dormitory, including all subdivisions—Park on the circle in front of West. Please do not use faculty places.

East Dormitory, including all subdivisions—Park by the library in spaces marked *E* and *F*. This will leave plenty of space on the circle for day students and visitors, and will not inconvenience you.

Day Students

Park in front of new dorm and Academic Building and on the circle. When these spaces are filled, you are asked to park on Columbia College Drive or Colonial Drive.

Faculty and Staff

Those working mostly in the new building should park in the spaces provided there. Those working in the old building should park in the spaces provided on the circle. Infirmary, canteen, and library personnel will be furnished spaces at these buildings. *Dining room* and *maintenance personnel* should park behind the shop on Morgan Street. The area around the shop, boiler, and dining room must be left clear for College and commercial vehicles. *Campus Police* may park anywhere. These places reserved for faculty mean *faculty* and *staff*.

We are especially anxious for the area of the circle in front of the Main Building to be left open at all times. Taxis and commercial vehicles need these places for loading or unloading, and the Columbia Fire Department says that it must be left open. The Campus Police will check nightly and spot check during the day. Violators will be fined $1.00 for improper parking.

PART II

Religious Activities Program

MARGIE HARLEY

President of Student Christian Association

"... Whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things."

—Philippians 3:8

USE THE DAY—Keep forever in view the momentous value of life; aim at its worthiest use—its sublimest end; spurn, with disdain, those foolish trifles and frivolous vanities, which so often consume life, as the locusts did Egypt; and devote yourself with the ardor of a passion, to attain the most divine improvements of the human soul.

—J. Foster

The way to keep Christ ourselves is to share Him with others.

—Richard Childs Swogger

There are many opportunities at Columbia College for contacts with specialized religious activities: chapel, Sunday school, church services and activities at the various denominational centers in Columbia and College

Place, forums, evening watch, morning watch, vespers, Religious Emphasis Week, and Christian Living Week.

STUDENT CHRISTIAN ASSOCIATION

1960-1961

OFFICERS

President ..... Margie Harley
Vice-President ..... Harriette Thomason
Secretary ..... Frances Herbert
Treasurer ..... Betty Jean Shuler

HONORARY MEMBERS

Junior Representative of Dorm Council ..... To be elected
Vice-President of Wesley Foundation ..... Lethea Simmons
President of Baptist Student Union ..... Jackie Boyles
President of Westminster Fellowship ..... Janie McCutcheon
President of Canterbury Club ..... Marianna Hane
President of Lutheran Student Association ..... Lynn Knobeloch
Day Student Representative ..... Becky Lineberger
Freshman S.C.A. President ..... To be elected

COMMITTEE CHAIRMEN

Morning Watch ..... JoAnne Dewitt
Evening Watch ..... Jane Mabus
Freshman S.C.A. ..... Beth Taggart
Publicity ..... Martha Rae Sease
Service ..... Loretta Bair
Vespers ..... Anne Manner
Deputations ..... Lynda Highfill
Social ..... Marion LeGette
Outreach ..... Frances James

WELCOMING FRESHMEN

The first encounter the new girl makes when she arrives on the Columbia College campus is the smiling friend from S.C.A. Cabinet who is always here on the job to welcome the newcomer and acquaint her with her new college home and family. As soon as you know cabinet and cabinet knows you, you gather for a joyful party to increase the informality and enrich the fellowship of S.C.A.

Freshman S.C.A. Group

Freshmen are even further stimulated in their S.C.A. participation through the Freshman Student Christian Association. Such things as orphanage parties, Easter egg hunts for the orphans, special devotions during exam week and infirmary "surcies" have been on the agenda of

this group in the past. Immediately after school opens this group is organized, and sincere participation on the part of each freshman is desired.

Morning and Evening Watch

Right from the very first morning is the need and desire for the Christian fellowship of worship with others fulfilled in the simple, sincere morning watch service. Every morning the students may gather to begin their day with a moment of devotion to grace the day with strength and serenity. And just before the bell rings that summons all to their rooms for the night, the girls gather again for a quiet, informal meditation in the lounges in each dormitory.

Religious Emphasis Week and Christian Living Week

Every year in the fall S.C.A. sponsors an impressive Religious Emphasis Week. An outstanding minister comes in to speak, to lead discussion groups, to counsel personally with the students, and to be with us during the week. It means much to the religious activities of the whole year to be enriched by this week of regular services.

In the spring S.C.A. will initiate a week of Christian Living Emphasis incorporating the old idea of Marriage Conference into a broader, more meaningful experience in Christian Living for the student body.

Decorating the Christmas Tree

What fun when all gather to throw icicles on the big tree in the lobby, or to climb the ladder and spread angel hair on the branches! When all are gathered around the tree, carols automatically swell forth and the Christmas spirit truly prevails at Columbia College. From this moment on presents begin to appear under the tree with tags bearing the names of children from Epworth Children's Home and Carolina Orphanage. Children at Bethlehem Center are remembered at Christmas, too. Everyone enjoys receiving and fulfilling the sweet requests of the Santa Claus letters from the children.

Another joy of the Christmas season is the day when the maids are remembered with presents.

The Spring and Fall S.C.A. Retreat

No one can afford to miss the exciting, exhilarating and stimulating week ends at the Fall and Spring S.C.A. Retreats held at Camp Long. Columbia College is always well represented. Here the girls find fun, fellowship, worship and education. All this stimulating Christian activity is packed into one glorious, refreshing weekend vacation.

W.U.S.

The World University Service Fund drive is sponsored by the S.C.A. to provide ways of sharing what we have with students of other countries.

Other Activities

Perhaps you will find an interesting way to offer your service in helping with the local Girl Scouts, or helping with programs in the city parks,

hospitals and other institutions. There are many ways in which a girl can help serve her fellow students and God.

The Little Chapel

The Student Christian Association believes that each student at Columbia College deserves the right to meditate alone at her discretion. For this reason we have established the Little Chapel. Here, in the peace of mind that comes with quiet, each student is free to find herself and be alone with her God, away from the strife of daily living.

Constitution

Student Christian Association of Columbia College

Article I—*Name*

This organization shall be called the Student Christian Association of Columbia College.

Article II—*Purpose*

The Student Christian Association of Columbia College, a member of the Young Women's Christian Association of the United States of America, declares its purpose to be:

1. To make Christianity more real and more vital in the lives of the students.
2. To create a more perfect Christian atmosphere in our college home.
3. To realize full and creative life through a growing knowledge of God.

Article III—*Membership*

All regularly enrolled students at Columbia College are members of the Student Christian Association.

Article IV—*Officers and Duties*

Section 1. *Duties of the President*

a. To call and preside over all meetings of the Student Christian Association Cabinet
b. To apportion duties to members of Cabinet
c. To exercise general supervision over all regulations of the Association
d. To represent Student Christian Association on Honor Board
e. To represent Student Christian Association on Student-Faculty Council
f. To represent Student Christian Association on Nominating Committee
g. To represent Student Christian Association on Christian Guidance Committee

Section 2. *Duties of Vice-President*

a. To perform duties of the President in her absence or at her request
b. To represent Student Christian Association on Student Co-ordinating Board

c. To appoint Cabinet member to have a devotional at the weekly Student Christian Association meeting
d. To represent Student Christian Association on Christian Guidance Committee

Section 3. *Duties of the Secretary*

a. To preserve a written record of all proceedings pertaining to the Association
b. To carry on correspondence of Association
c. To post announcements weekly
d. To keep a record of the attendance of Cabinet members

Section 4. *Duties of the Treasurer*

a. To keep a written record of receipts and expenditures of the Association
b. To write checks subject to approval of President
c. To give a monthly financial report to the Cabinet

Section 5. *Duties of Advisor*

a. To act as counselor for the Cabinet
b. Advisors shall include faculty members of the Religion Department

Article V—*Cabinet*

Section 1. *Members*

Cabinet shall be composed of four officers, three representatives from the senior class, three representatives from the junior class, three representatives from the sophomore class, and the president of Freshman Student Christian Association. Included on Cabinet as honorary members shall be the following: junior representative from Dorm Council elected by the Dorm Council, and one representative from each denominational group which maintains an active youth organization on campus, day student representative, Church Vocations Club representative.

Section 2. *Meetings*

a. Cabinet shall meet weekly on Monday and at other times deemed advisable by the President of the Association.
b. All absences from weekly business meetings must be excused by the president. If a member misses three or more Cabinet meetings without permission, her membership shall be replaced.

Section 3. *Duties*

a. Duties of the officers of the Association are stated in Article IV.
b. Duties of the other members shall be to carry out their respective duties in the division which they represent and to evaluate and co-ordinate their own committee in their relationship to the whole.

Article VI—*Committees*

Section 1. *Appointment*

The president shall, in conference with the other officers and advisors, appoint from the class representatives on the Cabinet chairmen of such committees as are desirable for the activities of the Association.

SECTION 2. *Divisions*

Work of organization shall be divided into committees as follows:

1. Evening Watch
2. Vespers
3. Social
4. Service
5. Outreach
6. Publicity
7. Freshman Counseling
8. Deputation
9. Morning Watch

ARTICLE VII—*Nominations, Elections, and Installation*

SECTION 1. *Nominations*

a. The officers of this organization shall be nominated by the Columbia College Nominating Committee. Three girls shall be nominated for each office, and further nominations may be made from the floor, but a girl must receive 50 signed votes before her name can be placed on the ballot.
b. The class distinction of officers is: President and Vice-President from rising Senior Class; Secretary from rising junior class; and Treasurer from the rising sophomore class.
c. All officers and Cabinet members must maintain an over-all 3.0 GPA.

SECTION 2. *Elections*

The officers and representatives shall be elected by secret ballot in the Student Body elections which officially begin the third week in February.

SECTION 3. *Installation*

The installation of the officers and representatives of the Student Christian Association shall take place in the presence of the Student Body on the same day as that of the Student Government Association and the Social-Recreation Association.

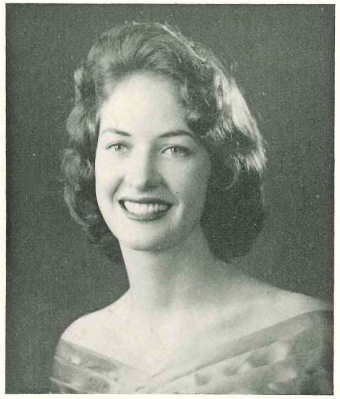
ARTICLE VIII—*Amendments*

Notice of proposed amendments to this constitution shall be given one week in advance and shall require for their adoption a two-thirds affirmative vote of the entire membership.

PART III

SOCIAL-RECREATION ASSOCIATION

1960-1961



BARBARA BERRY

President

of

Social-Recreation

Association

OFFICERS

President ..... Barbara Berry
Vice-President ..... Suzy Bruner
Secretary ..... Adelaide Dennis
Treasurer ..... Kay Quattlebaum
Senior Representatives ..... Nancy Riley, Linda Rowell, Betty Nantz
Junior Representatives ..... Bates Taylor, Patsy Tuten, Suzanne Allen
Sophomore Representatives
Nancy Jan Crook, Frankie Colley, Linda Bailey
Day Student Representative ..... Sarah Blackstone
Block "C" Club President ..... Eleanor Stukes

COMMITTEES

May Dance ..... Nancy Riley
Township ..... Betty Nantz
Teas, Receptions ..... Patsy Tuten
Hostess ..... Susanne Allen
Ludy 'Lympics; Ludy Intramurals ..... Linda Rowell, Betty Nantz
Shangri-La ..... Linda Bailey, Annette Bishop, Bates Taylor

Suppers ..... Nancy Jan Crook
Song Fests ..... Franke Colley
Tournaments ..... Eleanor Stukes
Dance Information ..... Susy Bruner

This Association shall be called the Social-Recreation Association and shall include all students of the college.

The Executive Board of this Association shall be made up of the following:

President—Senior
Vice-President—Senior
Secretary—Junior
Treasurer—Junior
Three Senior Representatives
Three Junior Representatives
Three Sophomore Representatives
Day Student Representative
Block "C" Club President

The purpose of the S.R.A. shall be to co-ordinate all social and recreational activities, to work co-operatively with S.G.A. and S.C.A., to promote interest in athletic events on campus, and to encourage true sportsmanship.

The S.R.A. shall carry on all responsibilities now designated to these organizations:

The Athletic Association
The Social Cabinet
The Canteen Board
The Dining Room Board

This includes:

May Dance
Ushering at Township Auditorium
Ludy 'Lympics
Self-Improvement Week
Serving at Teas and Receptions
Greeting any visitors on campus (Official Hostess)
Shangri-La
Formal Suppers
Song Fests
Tournaments and Athletic Events
Dance Information

The S.R.A. shall be the third Association on campus and shall function as such. It will meet once a week, on Monday, and the President will be a member of Co-ordinating Board, Student-Faculty Council, and the Nominating Committee.

Each member of the S.R.A. shall head a committee and be responsible for it throughout the year. Their duty shall be to represent, evaluate, and co-ordinate their own committees in their relationship to the whole.

Constitution

Article I.—*Name*

This organization shall be known as the Social-Recreation Association of Columbia College.

Article II.—*Members*

The membership of the organization shall consist of all students in the college.

Article III.—*Purpose*

The purpose of the Social-Recreation Association shall be to co-ordinate all social and recreational activities, to work co-operatively with S.G.A. and S.C.A., to promote interest in athletic events on campus, and to encourage true sportsmanship.

Article IV.—*Officers and Duties*

Section 1. *Duties of the President*

a. To call and preside over all meetings of the Executive Board.
b. To apportion duties to members of the Board.
c. To receive bills and pass upon the expenditures of the Association.
d. To exercise general supervision over all regulations of the Association.
e. To preside at formal suppers.
f. To represent the Social-Recreation Association on the Nominating Committee.
g. To represent the Social-Recreation Association on Co-ordinating Board.
h. To represent the Social-Recreation Association on Student-Faculty Council.

Section 2. *Duties of the Vice-President*

a. To perform duties of the President in her absence or at her request.
b. To act as parliamentarian at the Executive Board meetings.
c. To serve as head of the Dance Committee.

Section 3. *Duties of the Secretary*

a. To preserve a written record of all proceedings pertaining to the Association.
b. To carry on all correspondence of the Association.
c. To post announcements weekly.
d. To make a weekly report to the Dean of Women.

Section 4. *Duties of the Treasurer*

a. To keep a written record of all receipts and expenditures of the Association.
b. To write checks subject to the approval of the President.

Article V.—*The Executive Board*

Section 1. *Members*

Members of this Board shall include officers of the Social-Recreation Association, President of the Block "C" Club, Day Student Representative, three Senior Representatives, three Junior Representatives, and three Sophomore Representatives.

Section 2. *Meetings*

The Executive Board shall meet weekly on Monday and at other times deemed advisable by the President of the Association.

Section 3. *Duties of the Board Members*

a. Duties of the officers of the Association are stated in Article IV.

b. Duties of the other members shall be to carry out their respective duties in the division which they represent and to evaluate and co-ordinate their own committee in their relationship to the whole.

ARTICLE VI.—*Committees*

SECTION 1. The President shall, in conference with the other officers and advisor, appoint from the class representatives on the Board, chairmen of such committees as are desirable for the activities of the Association.

SECTION 2. The responsibilities designated to the Association shall be divided into committees as follows:

1. May Dance ..... Senior Representative
2. Township ..... Senior Representative
3. Ludy 'Lympics, Self-Improvement Week ..... Senior Representative
4. Teas, Receptions (serving) ..... Junior Representative
5. Hostess (greeting visitors) ..... Junior Representative
6. Shangri-La ..... Junior, Sophomore, Day Student
7. Suppers ..... Sophomore Representative
8. Song Fests ..... Sophomore Representative
9. Tournaments ..... Block "C" Club President
10. Dance Information ..... Vice-President

ARTICLE VII.—*Nominations, Elections, Installation*

SECTION 1. *Nominations*

a. The officers and representatives of this Association shall be nominated by the Columbia College Nominating Committee. Nominations from the floor require fifty signed votes before the name can be placed on the ballot.
b. The class distinction of officers is: President and Vice-President from the rising Senior Class; Secretary and Treasurer from the rising Junior Class.

SECTION 2. *Elections*

The officers and representatives shall be elected by secret ballot in the Student Body Elections which officially begin the third week in February.

SECTION 3. *Installation*

The installation of the officers and representatives of the Social-Recreation Association shall take place in the presence of the Student Body on the same day as that of the Student Government Association and the Student Christian Association.

ARTICLE VIII.—*Provisions for Additions and Amendments*

SECTION 1. Any addition or amendment to the Constitution may be proposed by the Executive Board of the Association.

SECTION 2. Any addition or amendment to the Constitution shall be passed by three-fourths majority of the Executive Board and if approved by the Student-Faculty Council, shall be submitted to the Association for consideration. The proposed addition or amendment must lie on the table

one week before action by the Association. Any addition or amendment shall be posted before it goes into effect.

DRESS

1. *Lectures and Plays*
   Women—afternoon dress or costume suit
   Men—dark suits
2. *Musicals* (Including visiting and college choir, faculty or senior recitals—professional dance programs)
   Women—cocktail or simple short formal dress
   Men—tuxedo
3. *Formal Receptions and May Dance*
   Women—strictly formal
   Men—tuxedo
4. *Athletic Events*—off campus
   Suit or sport dress, heels, hose, gloves and hat if desired
5. *Church*
   Church dress or suit, hat, heels, hose and gloves
6. *Teas*
   Party dress, short gloves, heels and hose

DINING ROOM

The dining room cabinet consists of the Social-Recreation Association president and an appointed sophomore representative from S.R.A. who choose three girls from the student body to assist them in planning entertainment for formal suppers and other functions held in the dining room.

The formal suppers are held once a month and attendance is compulsory. Dress is specified by the cabinet through an announcement in chapel a week ahead of the date set for the supper.

Proper dress is required in the dining room at all times. Bermudas may be worn to breakfast on Saturday mornings. Heels are to be worn to Sunday dinner. Pin curls, scarves, bedroom shoes, and shirts out are not considered proper dress, and students so attired will be asked to leave the dining room.

STUDENT CENTER—SHANGRI-LA

Purpose: The main purpose of Shangri-La is to promote unity among the girls of Columbia College and to help them develop in a wholesome atmosphere.

The Canteen Board shall consist of three persons from the Social-Recreation Association who will promote the canteen and carry out its regulations.

REGULATIONS

1. Students may smoke in the canteen and Shangri-La at any time.
2. Students may wear bermudas to the canteen at any time except on Sunday, on dates, and on special occasions.
3. No short shorts or blue jeans allowed at any time. Dress must be neat at all times.

4. A student may stay in the canteen as long as her evening privilege allows.
5. Second semester freshmen may go to Shangri-La or the canteen before 9:30 P.M. without taking an evening privilege.
6. The Hi-Fi will be operated only by persons designated to do so.
7. Furniture or any other property owned by the canteen must not be removed at any time.
8. No student may meet her date in the canteen without first signing out in the lobby for an evening privilege.
9. Students remaining in the canteen for over one hour are required to take an evening privilege.
10. First semester freshmen going to the canteen between the hours of 7:30 P.M. and 9:30 P.M. must take an evening privilege.
11. A student serving a campus may only stay in the canteen for an hour on Saturday night.
12. A student serving a restriction may stay in the canteen for a 10-minute period once a day.

DANCES

All dances sponsored by a Columbia College organization are to be channeled through and approved by the Social-Recreation cabinet. This includes dances in the dining room, the canteen, and off-campus dances. Rules pertaining to dances and off-campus guests on our grounds for these occasions are made by the S.R.A. cabinet to avoid any misunderstandings with visitors from other schools.

The annual May Dance is sponsored by S.R.A. as a climax to the presenting of the May Queen and her Court on the lawn of the C. C. campus the afternoon of the dance.

ATHLETIC ACTIVITIES

The object of the representatives from S.R.A., composed of the Block "C" Club president, a senior representative appointed by the S.R.A. president, and their respective committees, is to promote physical development throughout the student body, maintaining at all times high ideals of fair play and true sportsmanship, and to encourage all to believe that "strong bodies, strong minds, and strong morals go hand in hand."

Each student shall be assessed one dollar per year out of the Student Activity Fee to defray expenses of the Athletic Activities and to pay for athletic supplies for the Physical Education Department.

The Social-Recreation Association shall sponsor several athletic events during the year. Among those activities will be a field hockey tournament, a basketball tournament, and a tennis tournament. At the end of each tournament an honorary varsity shall be named by the Athletic Director. To be eligible for a varsity a student must have participated in a sport two years.

The Block "C" Club.—Each student making a varsity team is awarded a college block letter, and automatically becomes a member of the Block "C" Club. A star instead of a block letter is awarded the student if she makes a varsity team twice or more during her college years.

LUDY INTRAMURALS

Each year the halls form into competitive teams to vie for the winner of the Intramural Sports. The individual teams select a male faculty member to be their sponsor and to "run" for the King of the specified events. At the conclusion of the various activities, the teams in the finals of the series bring their sponsor to the center of the athletic field to receive the awards of first, second, and third places and to crown the King of the Ludy Games.

FIRE REGULATIONS

1. Fire drills shall be supervised by the Fire Chief, one captain on each hall, and the two lieutenants on each hall.
2. At least two fire drills shall be held each semester.
3. When the alarm sounds, each person should carry a towel, close the windows, and leave the room with the lights on and the door open.
4. After each division has marched to its assigned place, the roll shall be called. Every student in the building must answer roll call.
5. Each division must remain outside until the signal is given to re-enter the building.
6. The fire regulations are posted on the bulletin board of each hall.
7. Failure to report for fire drill is a restriction.

PART IV

PUBLICATIONS

The *Criterion*

The *Criterion* is the college literary magazine. The object of the *Criterion* is to promote and stimulate interest in literary activities among the students of Columbia College, to encourage creative writing and to reflect the life of the student body.

The Columbian

The Columbian, the college annual, published each year by the senior class, seeks to capture the true spirit of Columbia College. It is a record of the current year, containing college scenes and pictures of various organizations, and portraying the everyday life, joys, and achievements of C. C. girls. The staff is elected from the junior and senior classes.

The Post Script

The Post Script, the college newspaper, in keeping with its motto, "The Voice of the Students," is the medium through which news of students and the college is disseminated. It is an entirely independent publication, published by the students. Its purpose is to encourage originality, independent thinking, creative writing and interest in the field of journalism.

The Post Script is a member of the Intercollegiate Press and the South Carolina Collegiate Press Association.

HONOR SOCIETIES

Sigma Tau Delta

Sigma Tau Delta, the national honorary English fraternity, has as its objective the promotion of creative writing within the student body. Membership is open to English students and the requirements are based upon scholarship, ability, and interest as evidenced in a minimum of 2,000 words published in the literary journal.

Delta Omega

Delta Omega is an honorary sociology fraternity open to all majors and minors in this field who have maintained a scholastic average of C. To join, a student must have had nine hours of sociology.

This club was organized in 1958 under the direction of Dr. William E. Porter to further the aims of sociology and its related subjects.

Chi Beta Phi

Chi Beta Phi is an honorary scientific fraternity, founded at Randolph Macon College, Lynchburg, Va., April 1916. Our chapter, Chi, was established April 11, 1948. The object of this organization shall be to promote interest in science by current scientific investigations, lectures of prominent scientists, general discussions and papers prepared by regular members. Every member must be either a major or minor with 20 semester hours and a B average.

Phi Alpha Theta

Phi Alpha Theta is the national honorary history fraternity. The Beta Eta chapter was organized at Columbia College in 1948. The object of this fraternity is to promote interest and growth in the field of history by general discussions, lectures, and papers prepared by regular members. Juniors and seniors with 12 semester hours, with a B average in the field of history, an average of B in two-thirds of the remainder of their courses, and with no grade below C, are eligible for membership.

Alpha Kappa Gamma

Alpha Kappa Gamma is a regional honorary fraternity standing for leadership in womanly service. The Clara Barton chapter at Columbia College was installed in 1941. The purpose of this organization is to foster high ideals and set up high standards; to promote desirable co-ordination of various college interests, activities, and organizations, to preserve the ideals and traditions of Columbia College, and to bring together the student and faculty on a basis of mutual interest.

Kappa Delta Epsilon

Kappa Delta Epsilon is the national honorary education fraternity. Organized at Columbia College in 1954, it is open to juniors and seniors who are education majors or minors with a B average in education subjects.

Sigma Tau Sigma

Sigma Tau Sigma, which is affiliated with the state and national student clubs, is made up of all the members of the Home Economics Department. Its purpose is to further interest and to promote a spirit of loyalty within the department. Meetings of the club are held monthly and the club works to achieve one big project each year.

Alpha Psi Omega

Alpha Psi Omega is the national honorary drama fraternity. The Iota Chi cast was organized at Columbia College. The purpose of this cast is to stimulate interest in dramatic activities, to secure for the college all the advantages and mutual helpfulness provided by a large national fraternity, and by means of electing students to membership, to serve as a reward for their worthy efforts in participating in the plays staged by the dramatic organization of the college.

College Marshals

Marshals are selected on the basis of scholarship. Two students from each class with the highest scholastic average serve as College Marshals. The Senior with the highest average serves as Head Marshal.

OTHER CLUBS AND ORGANIZATIONS

International Relations Club

The International Relations Club is composed of junior and senior students who have maintained a reputable average in history. Regular meetings are held at which time current events and matters of world interest are discussed. The aim of the club is to further an understanding of international affairs and problems by discussing and studying them.

C. C. Players

The Columbia College Players was organized in the fall of 1954. It replaced the former Dramatics Club and under a new constitution made provision for the admittance of male members into the organization. These men who perform on stage, design, work backstage or offer their services in any way for C. C. Players productions are made honorary members.

Columbia College girls, though potential members of the club, must earn official membership. Based on the point system of Alpha Psi Omega, National Honorary Dramatic Fraternity, students are given points for acting, stage work, prompting, ushering, ticket sales, and numerous other jobs around the theatre. A collection of 25 points permits students to be initiated into the club at the end of the spring semester.

The C. C. Players offer four entertainments during the year.

Church Vocations Club

The Church Vocations Club, made up of religion majors and minors, is designed to educate these girls to the many various fields of church work. It brings in speakers from the different fields to explain just what their job is and what opportunities are open.

The club also has various service projects such as a program in which we help with the recreation at Epworth Children's Home, and worship programs at the Girls' Industrial School.

Art Club

The Art Club is organized for all art students in any of the four classes and anyone who is interested in participating in the monthly meetings and activities. The purpose of the club is to create more interest in art among the students and give its members a wider background for understanding and appreciating their major field.

The C'ster Club

The C'ster Club is a booster organization on campus. Its purpose is to guide the freshmen through orientation week and to sponsor high school weekends. The members of this club attempt to be "sisters" to all freshmen and visitors on our campus.

Secretarial Club

The Secretarial Club was organized to promote a better understanding of the ideals of the business world and to help keep all business students up-to-date on trends in the business field. The club offers its talents and services to other organizations and groups at the college. It is composed of all students taking business subjects.

The Choral Club

This organization is composed of all music students and any others who are interested in chorus work. Several performances are given at the college each year. This club offers many advantages to those interested in public music.

The Choir

The Columbia College Choir is composed of 28 girls. The membership is not restricted to students of the Music Department. New members are selected at the beginning of the school year at a tryout by the director and officers of the choir. Interesting and beneficial training is offered by this club. The choir sings each Wednesday at formal chapel, and gives programs in the city and throughout the state.

PART V

ACADEMIC MATTERS

Academic Council
1960-1961

MEMBERS

Dr. Henry Rollins Chairman	Dean Thomas G. Shuler (Ex Officio)
Miss Annye Welch	Miss Elizabeth Johnston (Ex Officio)
Mr. Donald Mercer	Miss Virginia Kizer (Ex Officio)
Miss Margie Harley	Miss Barbara Berry (Ex Officio)
Miss Ruth Jones	
Miss Sara Nalley	

History

In the fall session of 1952 Mr. Thomas G. Shuler, Assistant to the President, formed an *Academic Council* as an effort to regulate academic matters and to improve the academic standards of Columbia College.

Mr. Shuler appointed Dr. Emily B. King and Mr. Fred H. Parker to represent the faculty on this council. Elections were held in the student body to choose one student representative from each class for the council. The student body was allowed to choose one girl from those members of each class who held the three highest averages.

From the Senior Class Barbara Loadholt was selected with Betty Jane Lefler and Ann Hatchett in the race with highest and next highest records scholastically.

Millie Stackhouse of the Junior Class was selected to serve on this council with Sue Hammond and Charlotte Brashier in the race for this signal honor.

From the Sophomore Class, Betsy Shealy was chosen to serve on the newly organized Academic Council. Sally Jo Bookhardt and Henrietta Rosson were in the race from their class.

It was the belief of Mr. Shuler that there should be more emphasis upon scholarship and that this council would serve as a channel to this end.

In 1957 it was the agreement of the Council that the President of S.G.A., Chairman of Honor Board, Chairman of Social Cabinet be ex-officio representatives on Academic Council. The reason for this change was the desire to co-ordinate Academic Council with the other vital organizations on our campus.

Constitution

PREAMBLE

We, the members of the Academic Council of Columbia College, in order to improve our academic standards, to make and enforce the

academic rules and regulations of the college, to encourage orderliness in the student's life and protect her hours of work, to foster a want for knowledge and to motivate intelligent living, do hereby adopt the following constitution.

ARTICLE I—*Name*

This organization shall be known as the Academic Council of Columbia College.

ARTICLE II—*Members*

SECTION I. The membership of this organization shall consist of three students, two faculty members, and the academic dean, who shall act as administrative representative and chairman.

SECTION II. A new student shall be received each year by appointment of the dean, to replace the graduated senior member. To be eligible for appointment, a girl must possess one of the three highest averages of her class. Provided she maintains a certain academic standing, each student member shall *normally* serve three years, moving up each year as her class representative.

SECTION III. Two faculty members shall be appointed each year by the academic dean, preferably one man and one woman. Faculty members may be reappointed at the discretion of the dean.

SECTION IV. Ex-officio members will consist of the President of S.G.A., Chairman of Honor Board, President of S.R.A., their purpose being to guide, counsel, and co-ordinate.

ARTICLE III—*Meetings*

SECTION I. Meetings shall be called by the academic dean at the convenience of those concerned. It is desirable that not less than one meeting be held per month.

SECTION II. There shall be meetings of all new students at the beginning of each school session in order that they may become familiarized with the academic rules and regulations of the college as found in the academic handbook. Such a handbook is to be revised when necessary and given to the new students to study and learn in the same way in which they study and learn the social rules and regulations of the college. These meetings shall be conducted by the student members of the Academic Council.

SECTION III. Prior to the mastery of this handbook, students of Columbia College shall be subject to the academic rules and regulations of the institution.

ARTICLE IV—*Purpose*

The purpose of this organization shall be to improve the academic standards of Columbia College. The Council will regulate academic matters just as the Student Government Association regulates the social life of a student. Normally, academic regulations are made and enforced by the dean; however, under this system, students will have a voice and the system becomes more democratic.

ARTICLE V—*Legislative Department*

SECTION I. Any new rule or resolution, or any amendment to any rule or resolution, may be proposed by any member of the Council, or by any five (5) members of the student body.

SECTION II. Any amendment to any rule or resolution may be passed on by the Council after careful consideration by all members.

SECTION III. Any new rule or resolution, or any amendment to any rule or resolution will be posted before it goes into effect.

ARTICLE VI—*Executive Department*

SECTION I. The executive power shall be vested in the Academic Council.

ARTICLE VII—*General Government*

SECTION I. *Duties of the Chairman*:

(a) To appoint the members of the Council.
(b) To apportion duties to the Council members.
(c) To call and preside over all meetings of the Council.
(d) To exercise general supervision of all regulations.

SECTION II. *Duties of the Faculty Members*:

(a) To be present at all meetings of the Council.
(b) To express frank opinions and wisely advise on all matters brought before the Council.

SECTION III. *Duties of the Student Members and Ex-Officio Members*:

(a) To be present at all meetings of the Council.
(b) To express frank opinions and act wisely on all matters.

ARTICLE VIII—*Judicial Department*

SECTION I. The judicial power shall be vested in the Academic Council.

DEGREE REQUIREMENTS

Columbia College confers two degrees: Bachelor of Arts and Bachelor of Science. To be eligible for a degree, a student must meet the academic requirements for the degree and must unquestionably be a person of good character.

The requirements for these degrees are based on the general principle of a broad distribution of studies among the representative fields of human culture and a concentration of studies within a special field. The object of concentration is to aid the student in acquiring comprehensive knowledge and systematic training in a particular field of scholarly achievement.

DEGREES

Bachelor of Arts .....124 semester hours—248 quality points
Bachelor of Science .....124 semester hours—248 quality points

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ACADEMIC REGULATIONS

When students enroll at Columbia College it is with the definite understanding that they agree to abide by the academic regulations of the

institution. These regulations are established by the faculty. They are administered by the Academic Dean. It is the responsibility of the student to clear any exception to academic regulations with the Dean. The regulations administered by the office of the Dean include the following:

REGISTRATION

Every student is required to register at the beginning of each semester. Registration is for one semester only, and carries with it no right to readmission at any later time if for any reason the college withholds its approval. Every student schedule must be approved by the Academic Dean and a student may enter or withdraw from a course only on his authority.

CHANGE OF SCHEDULES

After registration day a student may add or drop a course only with the permission of the instructor concerned and the approval of the Registrar or Dean. It is expected that students will plan with care their schedule of courses prior to registration day and that changes thereafter will be requested only under exceptional circumstances.

Experience has shown that students cannot make satisfactory progress in a course if they enter it after the work of the course is well under way. Accordingly, no student, former or new, may enroll in a course after the second week of that semester.

A student may drop a course with the permission of the Dean, if she can show a good cause for such action during the first 10 weeks of the semester. The student will receive a grade on the course which represents the quality of work done during the period. However, any student who drops a course after the first 10 weeks of the semester will receive an "F" in that course.

A student may be dropped for cause from any course at any time upon recommendation of the instructor and approval of the Dean. Sufficient causes for dropping a student include overcutting, lack of preparation, neglect, unwholesome attitude and improper conduct in the classroom.

Standard forms for adding and dropping courses may be obtained in the office of the Dean. This form must be: (1) filled out by the student; (2) signed by the instructor concerned; (3) approved by the Dean; and (4) deposited in the Registrar's office. It is the responsibility of the student to see that every step in this procedure is accomplished.

STUDENT LOAD

The minimum amount of work that a regular student may carry each semester is 12 semester hours, and the normal amount is 15 semester hours. A freshman will not be permitted to carry more than 17 semester hours during her first semester in residence.

A student who has earned a quality-point standing of 3.0 during the previous term may schedule courses not to exceed 18 semester hours with the permission of the Dean; a student who has earned a quality-point standing of 4.00 during the previous term may schedule courses not to exceed 19 semester hours with the permission of the Dean; a student who has earned a quality-point standing of 4.50 during the previous term may

schedule courses not to exceed 20 semester hours with the permission of the Dean; and a student who has earned a quality-point standing of 5.00 with no mark below a B during the previous term may schedule 21 semester hours with the permission of the Dean.

Classification of Students

Students are classified at the beginning of each semester. For a student to rank as a sophomore, she must have to her credit *twenty-four* semester hours with at least *forty-eight* quality points; as a junior, *fifty-six* semester hours with at least *one hundred twelve* quality points; as a senior, *ninety* semester hours with at least *one hundred eighty* quality points.

Field of Concentration

Each student during the sophomore year is expected to select a major study which is best suited to her purposes and occupational interests. The selection of a major field of study is made in consultation with the student's academic counselor and must be approved by the Educational Policy Committee. A form requesting the approval of a field of concentration is available in the Office of the Dean. Students must complete this form before appropriate action can be taken. All such requests must receive the final approval of the Dean.

Unless a student has a cumulative academic average of C (2.00) *at the end of the second semester of the sophomore year she will be excluded from the college.*

The field of concentration normally includes 24 semester hours in a major department in addition to the prescribed courses for the degree. The field of concentration may not include any course open primarily to freshmen. Concentration in a major study is intended to be more than a series of unrelated courses listed in the catalogue under separate departments. The work required of each student in a major study should be planned by the major department as a unified, coherent whole, consisting of closely related courses. The requirements of a departmental major in the field of concentration are listed under each department.

No change in the major field of study is permissible after the end of the junior year. Prior to that time the student may request a change in the major field of study by accomplishing the appropriate form (available from the Dean), securing written permission for the change from the chairmen of the departments concerned, and submitting both the request form and the written permission to the Dean.

The same procedure must be followed to change the minor field of study.

Credit Restrictions

Prescribed Courses. Prescribed courses take precedence over elective courses in the schedule of work for a semester.

Maximum Credit in a Department. The maximum amount of work that a student may take in any one department is 42 semester hours.

Limit on Freshman Work. No senior may take for credit any course open primarily to freshmen, except a course required for graduation; and no junior may take for graduation credit more than one course open primarily to freshmen.

Deficiency in English. The Department of English may require special work in composition of a student who submits to any department a paper containing gross errors in English composition.

Final Work for a Degree. No more than six to eight semester-hours of work may be taken in another institution of approved standing as the final work necessary for graduation, and this work of senior grade must first be approved by the Academic Dean.

Outside Instruction. During the regular session of the college, regular students may not receive instruction from an individual or an institution in courses offered by Columbia College.

Night school courses cannot be counted toward degree requirements without the approval of the head of the department concerned and the Dean.

Pre-registration. Each semester a pre-registration period is held as a matter of convenience to students planning to continue their education at Columbia College. Students who fail to pre-register during the designated period will be charged a $5.00 fee.

Campus Appointments. Students are expected to meet all scheduled appointments promptly.

Make-Up Examinations. Students who miss final examinations will be charged a $2.00 fee for each examination administered by special arrangements.

Major and Minor Courses of Study

All courses in the major and minor must be completed at Columbia College unless special permission to take certain approved courses elsewhere is granted in writing in advance by head of department and Dean of college.

Comprehensive Examinations

In the last semester of residence before graduation a comprehensive examination in the major field of concentration is required of each candidate for graduation. In this examination, which is of not less than three hours duration, the student is tested not merely on a knowledge of facts but on the ability to employ the ideas and processes characteristic of the major study. The examination, oral or written, will be prepared and administered by the head of the department.

Reports

At the end of the first five weeks of the fall semester all freshmen whose work is unsatisfactory receive grade reports. After nine weeks of the semester have passed, mid-semester grades are recorded. Mid-semester grades are regarded as progress reports; they are not used as a basis for administrative actions such as scholastic probation and student activity disqualification but they are the basis of extra advisory action. Mid-semester reports of all freshmen and sophomores are sent to parents or guardians. At the close of each semester final reports of class attendance, courses, grades, and quality points of all students are issued to parents or guardians. These reports may be the basis of scholastic probation or dismissal.

Examinations

Mid-year and final examinations in all subjects are held in January and May, respectively. The examination record combined with the record made in class constitute the student's final grade.

Grading System

"A"—Excellent ..... 6 quality points
Work of consistently high standard, showing distinction in such qualities as organization, accuracy, originality, understanding, insight. IT IS A RARE GRADE.

"B+"—Very Good ..... 5 quality points
Work showing superiority in the qualities listed above.

"B"—Good ..... 4 quality points
Work which is decidedly above average. IT IS AN HONOR GRADE. It implies generally that the student:

a. exceeds average requirements.
b. is usually alert and active in class discussion and gives evidence of some critical attitude and good judgment.
c. exercises noticeable care in preparing assignments, and gives evidence of doing some independent reading.
d. is eager to learn and willing to profit from direction and criticism.
e. has some ability to transfer the general principles of course to other situations.

"C+"—Satisfactory ..... 3 quality points
Work which is performed by an AVERAGE student. It implies that the student:

a. performs the required assignments regularly from day to day.
b. is attentive during class hours and gives adequate answers.
c. is usually careful, neat, and accurate in all work.
d. masters the facts of general significance.
e. uses occasionally, at least, material from preceding courses but needs additional assistance.

"C"—Acceptable ..... 2 quality points
Work which fulfills essential requirements in quality and quantity and meets the acceptable standard for graduation from Columbia College.

"D"—Poor ..... 1 quality point
Work which falls below the acceptable standard for graduation from Columbia College.

"F"—Failure ..... 0 quality points
Work which is unsatisfactory. The student must repeat the course to gain credit.

"I"—A relatively small part of the semester's work remains undone.

"W"—The student withdrew from the course.

The college requires that all students maintain at least an average grade of "C" in:

1. All semester hours attempted for graduation
2. Final year of college work
3. Thirty semester hours of work approved for seniors
4. All courses in the minor field (effective freshman class, September, 1959)

A student must maintain a C+ average in all courses in the field of concentration.

Grade Scale

The following percentage grade scale is suggested as a guide or yardstick for all instructors at Columbia College:

"A" — 3%	"C+" — 28%	"D" — 11%
"B+" — 11%	"C" — 22%	"F" — 3%
"B" — 22%		

Each instructor shall make an analysis of his grades and shall consider any deviation from college policy. While the grade scale is not to be rigidly administered, it is expected over a period of several semesters that a teacher's grades will conform generally to the pattern, particularly at the lower division level. Likewise, each department shall discuss annually its grading problems in relation to the college system, and shall review its over-all distribution of grades.

Quality Points

A certain quality-grade is required for graduation and, for the purpose of determining this quality-grade, numerical values called points are given to the grade letters as follows: Grade "A", six points for each semester-hour of credit; Grade "B+", five points; Grade "B", four points; Grade "C+", three points; Grade "C", two points; Grade "D", one point; Grade "F", *no* quality points.

Class Schedule

Classes shall be scheduled for five days each week—Monday through Friday, maintaining as usual the class periods on Monday-Wednesday-Friday and introducing extended periods on Tuesday-Thursday. A diagram of the schedule follows:

Hours	Mon.	Tues.	Wed.	Thurs.	Fri.
8:20- 9:10					
9:20-10:10					
10:20-11:05	Chapel	Chapel	Chapel	Chapel	Chapel
11:15-12:05					
		12:30		12:30	
12:15- 1:05		1-2 P.M.		1-2 P.M.	
		Activity		Activity	
1:15- 2:05		Period		Period	
		2:15		2:15	
2:15- 3:05					
		3:35		3:35	
3:15- 4:05					
4:15- 5:05					
5:15- 6:05					

CLASS ATTENDANCE

Students are expected to attend classes. When a student reduces a semester's credit load below 12 semester hours by overcutting classes, the college will require the student to withdraw from the institution.

1. Absences from class work are counted from the first day of a semester. Students who register late may do so only with the permission of the Academic Dean. A student who enters class five minutes after the bell has rung is marked tardy for the class.
2. A student maintaining less than a 2.00 average on 15 semester hours of the preceding semester will *not* be eligible for class cuts.
3. A student on academic probation is ineligible for class cuts.
4. A student maintaining a 2.00 average on 15 semester hours will be granted one cut in each course per semester.

   A student maintaining a 4.70 average on 15 semester hours will be granted one additional cut in each course per semester.

   A student maintaining a 5.00 average on 15 semester hours will be granted two additional cuts in each course per semester.

   First semester freshmen will be granted one cut in each course. All transfer students will be granted one cut in each course.
5. A student must attend 80 per cent (excused and unexcused) of the class periods in each subject to receive credit for the course.
6. A student may be excused from classes for the following reasons:

   Illness—(See Excused Cuts).
   Death in Family—(See Excused Cuts).
   Representation of College—(See Excused Cuts).
   Other Emergencies—(See Excused Cuts).

   However, these excuses must operate within the framework of the 80 per cent rule.
7. For unexcused absences of a student from a course in excess of the number allowed, quality points shall be deducted as follows:

   For the first absence—two quality points
   For the second absence—four quality points
   For the third absence—six additional points, etc.
8. Three illnesses of less than six (6) hours duration at the infirmary will count as one class cut.
9. Three (3) tardies count as one class cut.
10. Attendance is compulsory for a certain percentage of the events of the Artist's Series.
11. Any student excused from a class is still responsible for the work missed and any other work involved with that class period.
12. The Academic Dean has the prerogative to act individually on any case meriting special consideration.

EXCUSED CUTS

Excuse forms for class absences are available in the office of the Dean. A form is filled out before the absence or within three days after, and the date, classes missed, and reason for absence must be shown.

a. The Academic Dean may excuse absences due to sickness, provided the student presents a physician's certificate or a statement from our infirmary accounting for such absences.

b. Students *are not* excused from classes to be married, for dental appointments, for court appearances, for Civil Service examinations, or for beauty contests, modeling, TV appearances.

c. *A death in the family* demands that the student consult with the Dean before leaving campus.

d. Absences due to authorized representation of the college in a student activity are excused. A student who is doing unsatisfactory work may not officially represent the college.

d. Specific permission for absences may be granted by the Academic Dean in cases of emergency. Each case will be handled on its individual merits and requests will be refused when, in the judgment of the Academic Dean, it will be unwise to grant them.

After completing the form, it must be returned to the office of the Dean. It will be impossible to get a class cut excused without filing an excuse form. This is true of absences due to school duty. Any student officially representing the college is still responsible for filling out and turning in the form below.

EXCUSE FOR CLASS ABSENCES

Name_____

Date_____ Classes Missed_____

_____

_____

_____

_____

Reason for Absence_____

_____

_____

_____ _____

Date Excuse Signed Signature

Excuse forms for leaving class early and changing the date of a test are available in the office of the Dean. It is the student's responsibility to get the necessary form, fill it out, obtain the instructor's signature, and return the form to the office of the Dean before final permission will be granted.

LEAVING CLASS EARLY

_____
Name

_____ _____
Date Dean

_____
Instructor

CHANGE OF TEST DATE

_____
Name

_____ _____
Date Dean

Date of Test_____

Date test made up_____

Instructor_____

ELIGIBILITY LIST

In the spring of 1953 the Academic Council announced that an "Eligibility List" would be posted at the end of each semester in the future. Beginning with the first semester of 1953-1954 school session, this list was to give the class standing of each student at Columbia College and was to be posted on the official bulletin board. The grades from the preceding semester determine the new "Eligibility List." This list will be of great help in determining whether or not a student is eligible for participation in elections, extra-curricular activities, and in any other situations which might require a quick investigation.

DEAN'S LIST

Students who, at the mid-year or final examinations, have quality points which sustain to semester hours a ratio of at least five quality points to one semester hour in the courses of the half-year just closed, and who have not received a grade of "F" in any course, are placed on the Dean's List for the succeeding half-year.

GRADUATION WITH HONORS

Honors in three levels of attainment are conferred at graduation. Candidates for baccalaureate degrees who have demonstrated unusual scholastic ability by the maintenance of a high quality point average between 5.90 and 6.00 inclusive graduate "summa cum laude"; candidates with a quality point average between 5.70 and 5.89 inclusive graduate

"magna cum laude"; candidates with a quality point average between 5.50 and 5.69 inclusive graduate "cum laude."

SUMMER READINGS

A specially qualified freshman, a sophomore, or a junior with an average of at least "C" in all her courses for the preceding year and "B" or more in the department in which she wishes to do independent study may, with the consent of the head of the department, and the Dean, pursue a course of summer reading as outlined by the head of the department and approved by the Dean, and, by passing in the following September an oral examination on the material covered, receive credit of two semester hours. Credit will not be given for work in more than one subject in a summer. Upon the completion of two summer reading programs, a student may be eligible to *graduate with honors.* (Limited to Columbia College students only.)

SUMMER SCHOOL WORK

In order for a student to receive credit for work done in another institution, the Dean must approve in advance the institution selected and the courses to be taken. Requests for permission to take summer school work must be presented in writing to the Office of the Dean no later than June 1. Request forms are available from the Dean. Work done at approved summer schools other than Columbia College will be accepted at Columbia not to exceed 18 semester hours. This makes it possible for students who wish to accelerate their program to complete their college course in three or three and a half years.

No credit from another institution will be granted for a summer school course *unless a grade of "C" or above has been attained.*

Although summer school work may become a part of the student's academic record, she must maintain an average of "C" on all work completed at Columbia in order to graduate.

Freshman level courses required for the degree may not be taken elsewhere than at Columbia College without prior approval in writing of the chairman of the department concerned.

RETENTION OF STUDENTS

The college reserves the right to require the withdrawal of students whose scholarship is not satisfactory and of those who, for any other reason, are regarded as not in accord with the ideals and standards that the college seeks to maintain.

AUTOMATIC RULE (ACADEMIC PROBATION AND EXCLUSION)

A freshman who fails to make a minimum of nine semester hours and 18 quality points during the semester falls under the automatic rule. Failure to meet the requirement will cause a student to be placed on *Academic Probation* during her next semester in residence. Failure to meet this requirement a second time will cause the student to be dropped from the college. A freshman must complete 18 semester hours and 36 quality points during the freshman year.

A sophomore who fails to make a minimum of 11 semester hours and 22

quality points during the semester falls under the automatic rule. Failure to meet the requirement will cause the student to be placed on *Academic Probation* during her next semester in residence. Failure to meet this requirement the second time will cause the student to be dropped from the college. A sophomore must complete 22 semester hours and 44 quality points during the sophomore year.

A junior who fails to make a minimum of 14 semester hours and 28 quality points during a semester falls under the automatic rule. Failure to meet the requirement will cause a student to be placed on *Academic Probation* during her next semester in residence. Failure to meet this requirement a second time will cause the student to be dropped from the college. A junior must complete 28 semester hours and 56 quality points during the junior year.

If, at any time, it becomes evident that through lack of application or ability a student is wasting her time and money by remaining in college, she will be asked to withdraw. Students who are dropped by the college may not be reinstated until the end of one semester after the exclusion.

Withdrawals

Students who find it necessary to discontinue their college work at any time other than the end of a regular semester or session must execute a *Withdrawal Petition* obtainable in the Dean's office. Each of the student's instructors will indicate on this form by the letter "P" or "F" whether the student is "passing" or "failing" at the time of withdrawal. When this form has been properly completed, approved, and filed with the business office, withdrawal entries will be made on the student's permanent record card by the Registrar. Any student who drops out of college without completing and filing this form will receive failing grades in all courses at the end of the semester or session.

No notice of interruption or withdrawal will be official unless it is in the writing of the person so concerned and is effective the date the school receives it and not the date it is written.

Honor in Academic Work

STANDARDS. The student body of Columbia College is pledged to the highest standards of honor in academic work. It pledges itself to abstain from all forms of dishonesty and unfairness in daily classes, on tests and on examinations.

Regulation Regarding Examinations and Tests

1. Textbooks or notebooks may not be brought to the class room when a test or any examination is to be given, unless by permission of the professor.
2. The following pledge is used: "I have neither given nor received aid of any kind on this examination (or test)."
3. Conversation or communication in any form is not allowed during an examination or test.

4. Tapping with a pencil by a student or instructor in case of suspicious conduct on the part of a student will remind her to *avoid* the appearance of dishonesty.

As to Cheating. The report of one student to the President or any member of the Council will be sufficient to bring about a preliminary investigation. If by the preliminary investigation facts are brought to light which seem to warrant it, a trial shall be conducted by the Honor Board giving careful consideration to all evidence on both sides. No student shall be convicted upon the testimony of only one student.

During the trial, the Student-Faculty Committee may be called upon to consider any part or all of the testimony.

In every case involving suspension or dismissal from college, the Student-Faculty Committee must review the entire case before the announcement of the verdict is made.

Punishment for Cheating: Discretion of Honor Board.

In every case, whether or not a student is convicted of cheating, if it is evident that she is guilty of conduct in the examination room which is not above suspicion, zero shall be given on the examination and a re-examination required.

Order of the Purple Seal

The "Order of the Purple Seal" shall be composed of students from the junior and senior classes who have made a 5.00 point average for two years.

Membership will be of great significance to the members of the student body as well as to the members of the Order. It is the hope of the Academic Council that this group will inspire the members of our student body to diligent and rewarding study.

1954-1955: Sally Jo Bookhardt, Ann Buckwalter, Mary Sue Fick, Betsy Shealy, Katherine Verdery, Janet Alexander, Carolyn Bayne, Sarah Jane Jett, Ann Utsey.

1955-1956: Jacquelyn Britton, Nancy Margo Evans, Mary Joy Floyd, Betty Ann Floyd, Jane George, Rebecca Glover, Es'Dorn Harvey, Nellie Glen Kennedy, Caroline Cannon Johnston, Joy Thomason, Betty Jane Young.

1956-1957: Martha Jo Barnes, Barbara Beasley, Susan Culclasure, Ann Margaret Gasque, Ann Hedgepath, Jimmie Northey, Linda Rogers, Martha Ann Tyree, Jackie Ulmer.

1957-1958: Katherine Dorn, Jimmie Rogers, Mae Blackwell, Barbara Ann Byrd, Annette Crouch, Betty Ann Cribbs, Betty Lee George, Llewellyn Hiott, Lucy Lorick.

1958-1959: Jean Andrews, Mary Spears Brockwell, Loretta Brown, Ida Sue Floyd, Julia Helen Garris, Maxine Harley, Mary Carolyn Kirby, Kay McQuage, Florence Ann Martin, Barbara Raley, Beverly Jean Riley.

1959-1960: Connie Kay Bannister, Marguerite Harley, Selina Harmon, Mary Hewitt, Virginia Kizer, Elizabeth Larisey, Adeline Hite Lundy, Peggy Willis Lyles, Kay McCracken, Sara Rast, Patricia Rogers, Virginia Shires, Harriette Thomason.

The Last Word

1. We do not know all you can do; show us by going out for college activities.
2. Gossip is an ill wind that blows no one good. Don't indulge!
3. It's just as easy for you, as for the other fellow, to be wrong.
4. Start studying as soon as classes begin, and not the night before "exams."
5. Don't be discouraged; often the last key unlocks.
6. Ignorance of the law is no excuse.
7. Be a good sport in all things.
8. We go to Chapel to worship, not to read mail, talk or study.
9. All will come to the other fellow, if you will only sit down and wait.
10. What happens to you, doesn't matter; it's how you feel about it, that counts.
11. "Live, and learn to forgive, and forbear."
12. "If every fellow were just like me," what kind of a place would Columbia be?

Alma Mater

We sing the praise of her we love,
We lift on high her name in song,
White as the gleaming stars above,
Columbia, mother, great and strong.
She who has been shall ever be,
Wise, good, and true eternally;
No stain shall touch the purity
Of our Columbia College.

Her virtues we acclaim today
That all men might this of her deem,
Her mission is to light the way
With learning's clearest, sweetest gleam.
Her gentle heart has made her great;
Her breath is love, she knows no hate;
Her faith that God controls her fate,
Makes brave our own Columbia.

And here we pledge our love to thee,
No matter what the years may bring,
Or what in life our lots shall be,
Columbia, we thy glory sing.
We love thee for thy zealous care,
For lofty aims to thee so dear,
Our hearts shall ever breathe this prayer,
"God keep our own Columbia."

—J. M. ARIÁIL

Press of
Farrell Printing Company
Columbia, S.C.